



Policy Section: **Business and Administrative Matters**

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Policy Name: **Surplus Asset Management and Disposal**

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board that all reasonable efforts will be made to reallocate surplus assets within the Board, prior to disposing of them through sound financial and waste management practices.

Rationale

The guidelines contained in this policy serve to ensure that schools and departments evaluate the usefulness of surplus assets and follow appropriate re-allocation or disposal processes.

Definitions

1. Surplus Assets

Surplus assets are assets that are no longer needed by a school or department that may or may not be usable by another school or department. Surplus assets include both assets in a good state of repair (e.g. good quality furniture that remains after a school closure) and obsolete assets.

2. Obsolete Assets

Obsolete assets are assets that are in poor condition, non-functioning, or beyond reasonable repair value or are no longer useable for technical reasons.

Guidelines

1. In consultation with the Facilities department, the Superintendent, Principal or Manager responsible for a particular asset may declare it to be surplus to the needs of the Board, School or Department. Once declared surplus, an item may either be re-allocated or disposed of, in a manner authorized by this policy.

2. Storage

Storage of assets out side of any school or administrative building is to be viewed as a short term, purchased service. The Board does not have central storage services available for schools or departments.

Off-site storage is only to be used for short term situations where sufficient space is not available in the School or department (ie: renovations, etc.). Arrangements for off-site

Cross Reference:
Policy 603, Donations
Policy 607, Purchasing

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storage will be made by Facilities staff. Schools or departments will be responsible to pay applicable storage, transportation and possible insurance charges if they wish to retain control of the assets.

3. Disposal

Once an asset has been declared surplus, the following procedure is to be followed:

The school or department will advise the Purchasing Department of any surplus assets. If a surplus asset is deemed to be obsolete by the Purchasing Department and the originating school or department, the obsolete asset may be disposed of in accordance with this policy.

For surplus assets that are not obsolete, the originating school or department shall supply a contact name and any asking "price." The Purchasing Department will advise all other schools and departments via email of the availability of the surplus assets and invite expressions of interest. Surplus assets are available to all schools and departments on a first-come, first-served basis.

If there is interest in the asset, the interested parties will attempt to negotiate an appropriate budget credit to the school or department disposing of the asset. If a credit amount is agreed upon, the Finance department is to be notified of the account codes and amounts to be debited and credited. The receiving school or department shall be responsible for any costs to relocate the surplus asset.

In the case of assets purchased from central board budgets (e.g. classroom furniture, classroom computers) the Director of Education or designate has the authority to order the relocation of assets to meet the needs of the system, with no budget transfer being made.

If, after a reasonable time after the sending of the email notification, there is no interest internally in the asset, the Purchasing Department in consultation with the Principal/Manager will determine a method of disposal which would result in either the highest salvage value or lowest disposal cost to the Board.

Any funds received in disposal of the asset would be credited back to the budget account that originally funded the purchase of the asset. If that cannot be determined, funds would be credited to general revenues of the board.

There will be no preference or benefits given to Board staff and trustees in the disposal of assets over the general public. Notwithstanding the above, the Purchasing Department may invite employees to bid on surplus assets having an expected sale value of less than \$500.00 per item on an 'as is, where is' basis, provided that no asset

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shall be sold to an employee for an amount less than would be expected to be achieved, in the opinion of the Purchasing Department, through a general sale to the public.

4. Authority

Final administrative authority with respect to all matters regarding surplus assets rests with the Director of Education or designate.

5. Disposal of Computers and Peripherals

The Information Systems Department in consultation with the appropriate Superintendent shall have the authority to reallocate surplus computers and peripherals to any school or department without compensation to the originating department.

The Information Systems Department shall have the responsibility to determine when computers and peripherals in any school or department are obsolete assets. The Information Systems Manager in consultation with the Purchasing Department may dispose of obsolete computers and peripherals by selling or donating them on behalf of the Board to non-profit organizations or by disposing of them in an environmentally sound manner.

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