



To nurture curiosity, resilience and joy in all

POLICY ~~562 2006~~ DISPOSAL OF EQUIPMENT AND ASSETS

The Board of Education ~~recognizes that a process is required to ensure~~ believes that assets that are surplus to the needs of the District or are at the end of their useful life are to be disposed of at fair market value.

The Board recognizes that District assets are purchased with public funds and are to be disposed of efficiently ~~-and transparently,- and that the process and results are open to review.~~

The Board authorizes the Secretary Treasurer to develop and implement procedures for the disposal of surplus assets. ~~The Board requires that the process set out in the regulations below be followed for the disposal of equipment and similar assets belonging to the District.~~

Guidelines

1. Equipment and assets determined to be obsolete or surplus to the requirements of the ~~School~~ District may be disposed ~~of provided that~~ only with the authorization of the Secretary Treasurer ~~is first obtained.~~
2. For items estimated to be under \$3,000 dollars in value, the method of sale shall be determined by the Secretary Treasurer. Items over \$3,000 dollars in value shall be offered for sale by the soliciting of sealed bids; or public auction, provided that such an auction is advertised sufficiently in advance.
3. When planning for the disposal of surplus assets the Secretary Treasurer shall consider:
 - 3.1. In cases of replacement, surplus assets may be offered for trade-in purposes with proceeds used to reduce the cost of the replacement items.
 - 3.2. The disposal of a medium with information capacity must be done in a manner to protect the privacy and security of the stored information.
 - 3.3. If sale of the item has proven unsuccessful, the item may be donated, recycled or discarded.



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- ~~3. The Secretary Treasurer will coordinate and be responsible for the disposition of all equipment and assets.~~
- ~~4. Prior to any disposal of surplus equipment, the school/department involved shall canvas all other District schools/departments to ensure that the equipment is not needed in another area, unless the re-deployment of that equipment will be detrimental to the operations, goals and objectives of the District.~~
- ~~5. As School District equipment was purchased with public funds, it is therefore necessary that the public has equal opportunity with regard to its sale.~~
- ~~6. Proceeds from the sale of assets, except those that can be clearly identified as having been acquired through non-shareable funds, are to be deposited in the Sale of Assets account.~~
- ~~7. Assets that are not saleable will be reported to the Operations department for disposal.~~