

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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<b>POLICY TITLE:</b>	<b>SECTION/CODE:</b>
Relocation or Disposal of Equipment & Supplies	Purchasing C – 4

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<b>APPROVAL DATE:</b>	<b>SUPERSEDES:</b>	<b>NUMBER OF PAGES:</b>	<b>REVIEW DATE:</b>
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**POLICY STATEMENT**

Equipment and supplies are budgeted for and purchased by the Board in response to specifically stated needs of various parts of the school system.

From time to time, pieces of equipment or quantities of supplies may become redundant for their original purpose or at the original location because of obsolescence, replacement, wear and tear, and unsuitability for current needs or for other reasons. Such equipment or supplies would then be surplus to that part of the school system.

It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene, where feasible, to reallocate to other parts of the system in response to stated or budgeted needs, or to dispose of, such equipment or supplies in accordance with the attached administrative regulations.

**ADMINISTRATIVE REGULATIONS**

1. Definition
  - 1.1 Surplus Equipment

Any equipment which for any reason is no longer suitable or necessary for the purpose for which it was originally purchased.
  - 1.2 Surplus Supplies
    - 1.2.1 Outdated Board or School Letterhead or corporately identifiable business forms.
    - 1.2.2 Other consumable supplies no longer suitable or necessary for the purpose for which they were originally purchased.
2. Identification of Surplus Equipment or Supplies
  - 2.1 Each year, in the course of an annual inventory validation, and during preparation of budget requests, surplus equipment and supplies shall be identified by the Principal or other supervisory personnel or managers who have responsibility in the School system. Items of Capital equipment which are “replaced” shall automatically be classified as surplus.

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- 2.2 A list of such surplus equipment and supplies together with current values (if any) shall be forwarded to the Board Office by June 15 each year. A composite system-wide list shall then be prepared from information supplied by those in charge of various parts of the school system.
- 2.3 At periodic intervals, an audit shall be performed by the Manager of Finance in cooperation with the applicable Lead and in consultation with the Principal (2.1) to confirm inventory and to identify surplus items.
- 2.4 A final list of surplus items for the School and the system shall be approved by the Manager of Finance who shall make any necessary final decisions.
3. Reallocation of Surplus Items to Other Parts of the School System
  - 3.1 The system-wide list of surplus capital items shall be compared with the outstanding items on the current five year Capital Forecast.
  - 3.2 Suitable surplus capital items may be reallocated to other parts of the school system in response to budget requests, the Capital Equipment Forecast, or as a result of unexpected or extraordinary circumstances.
    - 3.2.1 A list of surplus “supply” items shall be prepared and circulated throughout the school system in June of each year upon completion of the audit listed in 2.3
    - 3.2.2 Supply items shall be reallocated where needs are identified.
4. Accounting for Reallocated Items
  - 4.1 Appropriate accounts shall be charged upon receipt or credited on delivery of surplus items according to current procedures.
5. Disposal of Items Surplus to the School System as a Whole
  - 5.1 A list of such items shall be prepared and maintained. Items may be stored centrally or on location.
  - 5.2 A value shall be assigned to each item or group of items where this has not already been done. (2.2)
  - 5.3 Items shall be suitably advertised for sale and sold where possible on an individual basis.

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5.4 Periodically a sale shall be held to dispose of any items remaining. This sale shall be advertised, by whatever means considered necessary, in the following order:

- a) employees
- b) trustees
- c) parents / school community

5.5 Final Disposition

5.5.1 If an item has been offered for sale at a public sale and remains unsold, the obsolete item may be:

- a) responsibly disposed of
- b) donated

5.6 Accounting

5.6.1 Funds collected as a result of sale of surplus items shall be credited to the reserve for capital funding.

6. Corporately-Identifiable Surplus

6.1 Where disposal becomes necessary, such items shall be disposed of in an environmentally responsible manner. Any technological items rendered unfit will be thoroughly cleaned in order to prevent misuse or misappropriation.