THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE

POLICY MANUAL

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

APPROVAL DATE:	SUPERSEDES:	NUMBER OF PAGES:	REVIEW DATE:
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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 relocate 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 procedures regulations.

PURPOSE

To provide direction on reallocating or disposing of equipment and supplies.

DEFINITIONS

1. Surplus Equipment

    1.1 Any equipment which, for any reason, is no longer suitable or necessary for the purpose for which it was originally purchased.

2. Surplus Supplies

    2.1 Outdated Board or School Letterhead or corporately identifiable business forms.

    2.2 Other consumable supplies no longer suitable or necessary for the purpose for which they were originally purchased.

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ADMINISTRATIVE REGULATIONS

1. Identification of Surplus Equipment or Supplies

1.1 Each year, in the course of inventory validation, and during preparation of budget requests, surplus, damaged, not working, and/or obsolete 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.

1.2 A list of such surplus equipment and supplies, identified as being over the 'Estimated Useful Lives and Capitalization Threshold' (defined within Appendix B of the District School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide), 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.

1.3 Items identified as damaged, not working and/or obsolete and of no value must be disposed of in an economical and environmentally friendly way.

1.4 At periodic intervals, an audit shall be performed by the Manager of Finance and Treasurer, in cooperation with the applicable Lead and in consultation with the Principal, to confirm inventory and to identify surplus items.

1.5 A final list of surplus items for the School and the system shall be approved by the Manager of Finance and Treasurer and Supervisory Officer who shall make any necessary final decisions.

2. Reallocation of Surplus Items to Other Parts of the School System

2.1 The system-wide list of surplus capital items shall be compared with any of the outstanding items on the Board's list of Capital needs.

2.2 Suitable surplus capital items may be reallocated to other parts of the school system in response to budget requests, the list of Capital needs, or as a result of unexpected or extraordinary circumstances.

2.2.1 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.

2.2.2 Supply items shall be reallocated where needs are identified.

3. Disposal of Items Surplus to the School System as a Whole

3.1 A list of such items shall be prepared and maintained. Items may be stored centrally or on location.

3.2 A value shall be assigned to each item or group of items where this has not already been done.

3.3 Items shall be suitably advertised for sale and sold where possible on an individual basis.

3.4 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

3.5 Final Disposition

3.5.1 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

3.6 Accounting

3.6.1 Funds collected as a result of sale of surplus items shall be used to offset any costs in disposal or relocation of equipment and any

remaining funds credited to the reserve for capital funding (School Renewal Funds).

4. Corporately-Identifiable Surplus

4.1 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.