



## Division Asset Disposal Administrative Procedure 5.60

5.0 Business Administration

---

**Board Governance Policy Cross Reference:** 1, 2, 3, 12, 13, 16, 18

**Legal Reference:**

---

**Date Adopted:** January 1994

**Date Amended:** June 2017

---

### Division Asset Disposal Procedure

It is recognized that disposal of assets is the responsibility of the Division. The Secretary-Treasurer or designate is authorized to dispose of books, computers and computer equipment, furniture and other equipment classified as obsolete, unserviceable or surplus and shall arrange for its disposal.

Books classified as obsolete or unserviceable shall be disposed of only after all possible uses for them within the Division have been exhausted. Such books may be donated to charitable organizations for educational purposes or shall be disposed of at minimal cost to the Division.

All computers and computer equipment, furnishings and used equipment shall be disposed of at minimal cost subject to the following:

1. Firstly, reassigned in other schools or buildings in the Division
2. Secondly, either:
  - a. Where practical and economical and approved by Secretary Treasurer or designate, arrange for a public sale of those items deemed to be of no further use to the Division on an "as is, where is" basis :
  - b. Donated to charitable organizations
  - c. Arrange for the trade-in with the purchase of new equipment
  - d. Where practical and economical, arrange for the disposal for scrap value
  - e. Disposed of appropriately and in the most economical manner to recycling firms or other environmental friendly means

The disposition of computers and computer equipment, furnishings and used equipment shall avoid practices that give preference to divisional employees. Divisional employees can participate in the asset disposal in the same manner and time as community members.

Computer equipment leaving the division shall only contain software that the specific software license agreement so allows.

All labels identifying the School Division shall be removed prior to disposal.

Following the sale of redundant equipment, a list of the items sold shall be submitted to the Secretary-Treasurer along with the selling price and the proceeds of the sale.

The revenue from any sale of redundant equipment and furniture shall revert to the Division to be credited to the appropriate account.