

DISPOSITION OF OBSOLETE EQUIPMENT

Background

When equipment becomes worn out, obsolete, surplus, or otherwise unusable, the Secretary Treasurer may authorize their disposal.

Procedure

1. The Manager of Operations will dispose of all District obsolete assets through the public bid process as per the following:
 - 1.1. All equipment is centrally stored and catalogued.
 - 1.2. Funds returned as catalogued.
 - 1.3. Contents are publicly advertised via media.
 - 1.4. Establishment of viewing dates.
 - 1.5. Upon completion of viewing, bids are processed.
 - 1.6. Successful bidders are notified by phone.
 - 1.7. The highest or any tender not necessarily accepted.
 - 1.8. All unsuccessful bidders will have financial deposits returned.

2. Assets which are deemed to have no value will be donated or disposed of through an appropriate disposal process.

Reference: Sections 22, 23, 65, 85 School Act

Approved: 1997/98

Revised: August 15, 2021