

DISPOSAL OF FURNITURE & EQUIPMENT

Background

The Division believes that when furniture or equipment is surplus to the needs of one facility, it should endeavor to extend its usefulness through internal transfer of the resources prior to the final disposal.

The Division recognizes that, from time to time, it is necessary to dispose, sell or trade items of furniture or equipment which have become surplus, obsolete or are beyond reasonable repair.

Furniture and equipment should be disposed of in such a manner as to obtain reasonable return or alternately, disposed of in the most cost-effective manner.

Procedures

1. Every item suitable for disposal shall be listed and submitted to the Associate Superintendent (Business Services) along with a recommendation for the method of disposal of those items and the estimated value.
2. The Associate Superintendent (Business Services) will advise other schools or departments of any available surplus equipment by providing a listing of such items and the estimated value expected to be credited to the appropriate account. Other schools or departments may claim any surplus items by contacting the Associate Superintendent (Business Services), who shall finalize such transactions and appropriate any budget transfers.
3. When items are not claimed by other schools or departments as outlined in procedure 2, the Associate Superintendent (Business Services), or designate, shall certify which furniture or equipment is no longer required by the school system. Then the Associate Superintendent (Business Services), or designate, shall either:
 - a. arrange the sale of surplus furniture or equipment subject to sections 192 and 194 of the *Education Act*, and Alberta Regulation 86/2019 - Disposition of Property Regulation, or
 - b. arrange disposal in a reasonable manner.
4.
 - a. The Associate Superintendent (Business Services) shall, either by tender or auction, arrange for the sale of surplus furniture or equipment with an estimated value of \$5,000 or more for each item. Section 9 of the Alberta Regulation 86/2019 must be followed if the personal property has a value of \$50,000 or more.
 - b. Furniture or equipment (personal property) having a value of less than \$50,000 may be disposed of by tender, auction, or by other means determined to be appropriate by the Associate Superintendent (Business Services). Requirements under Section 9 of

Alberta Regulation 86/2019 do not apply for the disposition of personal property having a value of less than \$50,000.

5. Proceeds from the disposal of furniture or equipment shall be credited to the account of the disposing facility or department.
6. The Division authorizes the practice of trade-ins where it is advantageous to the Division. The Associate Superintendent (Business Services) must approve any trade-ins with a value of \$5,000 or more.

December, 2003

References

Section 33, 52, 53, 68, 222 Education Act
Disposition of Property Regulation 86/2019

Updates: July, 2008; January. 2020