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SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

**Administrative Procedure: O-9 Disposal of Surplus or Obsolete Equipment or Furniture Date: February 14, 2022**

Equipment or furniture declared surplus at a location within the School District may be used to fill a need elsewhere in the School District. District office shall coordinate with related department for the relocation of such items.

# Saleable Surplus Items

Surplus items that are no longer useful within the School District but are in saleable condition shall be listed and put out to bid or public auction. District office shall manage the sale of such items.

Occasionally offers may be received on individual items awaiting disposal. Where these items have a realizable sale value of under $200, the offer may be considered and decided by the Secretary-Treasurer in consultation with IT and maintenance. For items with a value above $200, the sale shall be by competitive bid or auction.

Any sale of a surplus item to a Trustee or employee of the Board shall be governed by the procedures described in this section.

Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale. Additional revenue shall be credited toward general Board revenues.

# Unsaleable Surplus Items

All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. IT , custodian and maintenance departments shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.

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