



SD 42 POLICY: 5310

DISPOSAL OF EQUIPMENT

It is the general intent of the Board to dispose of furniture and equipment in a manner that is in the best interest of the District.

The Secretary Treasurer is authorized to make arrangements for disposal.

Arrangements for disposal of equipment and furniture which is judged to be beyond further use and value will be undertaken by the Secretary Treasurer using the following sequence of priorities:

- 1.00 In cases of replacement, items shall first be offered for trade-in purposes with proceeds used to reduce the cost of the replacement items.
- 1.01 If the trade-in value is not in the District's best interest and the item can be utilized by a school for school purposes, the item shall be transferred for official District use.
- 1.02 If the item appears to be of no further use to the District, arrangements for a suitable sale through a bid process shall be made. Board employees are permitted to participate in the bidding process. Trustees must meet the requirements of the School Act.
- 1.03 If sale of the item has proven unsuccessful, the item may be donated to local non-profit organizations with emphasis on historical societies.
- 1.04 If all attempts of dispositions have failed, the item shall be offered for recycling or shall be discarded.

The Secretary Treasurer shall maintain accurate records in respect to all dispositions.

APPROVED: February 13, 2013