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## AP 518 – Disposal of Equipment and Assets

### Background

A process is required to ensure that assets purchased with public funds are disposed of efficiently at the end of their useful life, and that the process and results are open to review.

The District requires that the process set out in the procedures below be followed for the disposal of equipment and similar assets belonging to the District.

### Procedures

1. The Director of Facilities will coordinate the disposal procedures.
2. All items that can be used as spares in schools or salvaged for maintenance use will be set aside for holding in stores. Surplus items that are obsolete but in saleable conditions will be listed and put out to bid or to public auctions. If not sold within a reasonable time, the items will be treated as unsaleable.
3. All items that are unsaleable, have no value, and are not useable in the school system will be disposed of as scrap.
4. All electronic equipment (computers, monitors, printers and peripheral items) when deemed unusable and without value, are to be recycled through an approved electronic recycler to reduce electronic waste in landfills.
5. Occasionally, offers may be received on individual items awaiting disposal. Where these have a realizable value of two hundred dollars (\$200) or less, the offer will be considered and decided by a committee comprised of the Secretary Treasurer, the Manager of Finance & Purchasing and the Director of Facilities.
6. Items requiring repairs of greater than fifty percent (50%) of their new value will generally be considered unsaleable and disposed of as scrap. However, where obsolescence is not a factor and the repair will add significant useful life, the item will be repaired.
7. All offers relating to District property or assets with a realizable value of more than two hundred dollars (\$200) will be referred to the Secretary-Treasurer and Superintendent.