



Administrative Procedure 3035

Disposal of Equipment and Materials

Board Governance Policy Cross Reference: [1](#), [14](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Public Schools Act, Section 67](#)

Date Adopted: February 2014

Amended: December 2017

The disposal of equipment, print material and supplies deemed surplus to the needs of The Brandon School Division shall be carried out under the authority and responsibility of the Secretary-Treasurer of the Division as directed by the Superintendent/CEO or designate and shall be subject to this administrative procedure on disposal of equipment, and material, as well as the requirements of [The Public Schools Act, Section 67](#).

Definitions:

- Disposal - the physical removal of surplus, obsolete and/or irreparable equipment, print materials, and/or supplies from the inventory of a School or Department by transfer, sale, donation or destruction.
- Surplus Equipment, Print Material and Supplies - Equipment, print material or supplies (not including land and fixed buildings) which is deemed to be obsolete, uneconomical to repair, or in excess of forecasted requirements.
- Inventory Items - Item(s) of equipment, print material or supplies carried in central storage to meet anticipated demands of Schools/Departments.
- Moveable Equipment Inventory - A detailed record of moveable equipment that has been purchased by the Division for the use of Schools/Departments.
- Other Equipment, Print Material and Supplies - Those items of equipment, print material and supplies not controlled by a type of formal inventory system.

Identification of Surplus Equipment, Print Materials and Supplies:

- Inventory Items - Inventory shall be reviewed not less than twice per year by administrative personnel to ensure the accuracy of the inventory and that material is not being held in excess of requirements.
- Moveable Equipment Inventory - On an annual basis, all schools and departments are to review their equipment inventory and determine whether or not items are being held in excess of requirements.
- Other Equipment, Print Material and Supplies - Equipment, Print Material and Supplies located in each School/Department (cleaning supplies, stationery, books, educational learning aids, small tools, etc.) not controlled by a type of formal inventory system shall be reviewed by the School/Department annually to determine whether or not items are being held in excess of requirements.

Disposal of Equipment and Materials:

1. Identification of Surplus Equipment, Print Material and Supplies - Schools/Departments shall report to the Office of the Secretary-Treasurer annually any equipment, print material and/or supplies that is surplus to their needs.
2. The Office of the Secretary-Treasurer shall:
 - a. arrange pick up from Schools/Departments, where possible and economical, of all items declared surplus and deliver them to a central storage area;
 - b. with assistance from Division personnel or outside consultants, determine which items are:
 - i. re-assignable within the Division;
 - ii. of value for use as parts;
 - iii. of practical and economical value for sale to the public;
 - iv. of scrap value.
3. Redistribute re-assignable items;
4. Turn over to the proper personnel, those items deemed to have parts value;
5. Arrange a public sale where practical and economical for those items deemed to be of no further use to the Division;
6. Offer to non-profit charities, any items not deemed to be usable or saleable;
7. Dispose of in the most economical manner, those items deemed as having no further use to the Division and declared to be scrap.