

	Chinook's Edge School Division – Administrative Procedure	
	AP 1 – 03 Furnishing and Equipment Disposal	
Related Policies:		Initial Approval: 2013 February 28
Related Procedures:		Last Amended:
Exhibits:		Last Reviewed: 2019 November 25

PURPOSE

To ensure that the Division has received maximum value from surplus equipment and furnishings.

SCOPE

This procedure applies to school principals and department heads.

DEFINITIONS

None

PROCEDURES

1. When, in the opinion of the principal or department head, textbooks are considered surplus, principals and department heads shall dispose of them in the following manner:
 - 1.1 First offering the books to all schools in the Division.
 - 1.2 If such books cannot be put to use in a Division school, the Principal disposes of the books by:
 - 1.2.1 Offering them for sale to commercial organizations, other school jurisdictions, or individuals
 - 1.2.2 Donating them to an organization or individual who undertakes to ship them to developing countries
 - 1.2.3 Destroying them in an economic and environmentally responsible manner.

2. When, in the opinion of the principal or department head, equipment and furnishing, is considered surplus, principals and department heads shall dispose of them in the following manner:
 - 2.1 First, offering the furnishing and equipment to all schools and departments in the Division. The principals or department heads sending and receiving the equipment may agree to transfer funds between their respective budgets.
 - 2.2 If such furnishing and equipment cannot be put to use in any Division school, the principal or department head may sell the furnishing and equipment to an outside organization or individual by obtaining the approval of the Superintendent. The principal or department head shall provide the Superintendent with a description of the surplus furnishing and equipment, who it is being offered to and the proposed selling price.
 - 2.3 If in the opinion of the principal or department head, the furnishing and equipment is unsalable, the principal or department head may dispose of it after notifying the Treasurer of his or her intention and providing the Treasurer with a description of the equipment.
 - 2.4 The Treasurer will keep, on file, all notifications of disposal for two years.

REFERENCE AND LINKS

Education Act
 Alberta Learning Policy Manual

HISTORY

Reviewed: 2017 October 30

Reviewed: 2018 July 03

Reviewed: 2019 Nov 25