

## **540 SCHOOL PROPERTIES DISPOSAL**

### **Procedures**

1. The regulations outlined in Section 200 of the School Act shall apply when disposing of property having a value exceeding \$5,000.00.
2. Where divisional property having a value of less than \$5,000.00 is to be sold, the following procedures shall be observed:
  - a. The Secretary-Treasurer will recommend the disposal of such property. Property recommended for disposal will be submitted to the Superintendent for approval.
  - b. Divisional property which has been approved for disposal will be disposed of in the following manner:
    - i. The Secretary-Treasurer will advise the Building & Facilities Maintenance Supervisor which items are to be disposed of.
    - ii. The Building & Facilities Maintenance Supervisor shall arrange to dispose of such items locally.
    - iii. The Building & Facilities Maintenance Supervisor shall advertise in the community the items which are to be sold for a period of at least two weeks. The advertisement should state where and when the items can be seen, state the closing date and time for accepting bids, state the items to be sold and that the highest or any bid may not necessarily be accepted.
    - iv. The Building & Facilities Maintenance Supervisor shall only accept written bids on the authorized form.
    - v. The Building & Facilities Maintenance Supervisor shall complete the Bids Received form for each item and forward it to the Secretary-Treasurer along with all bids, a cheque or money order and a copy of the advertisement. If no bid is received, the Secretary-Treasurer, in conjunction with the Building & Facilities Maintenance Supervisor, will arrange to have the property disposed of. The items will either be moved to another location and offered for sale or disposed of at the local dump site.
    - vi. The Building & Facilities Maintenance Supervisor shall notify the successful bidder. In all cases a cheque or money order made payable to Canadian Rockies Regional Division No. 12 shall be received by central office and a receipt forwarded to the Principal prior to releasing the property.

- c. Where non-functioning equipment is to be discarded, the following procedure shall be observed:
  - i. Broken equipment may be sent to a repair company authorized by the Secretary-Treasurer.
  - ii. The repair company will advise the Secretary-Treasurer of the cost of repairs.
  - iii. The Secretary-Treasurer will determine whether the items shall be repaired or will recommend the disposal of such items.
  - iv. Where an item is to be discarded, it shall be stored at a location determined by the Building & Facilities Maintenance Supervisor until Superintendent approval to discard the same has been received.

**References**

Section 200, School Act