

## OTTAWA-CARLETON DISTRICT SCHOOL BOARD

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PROCEDURE PR.546.FIN

**TITLE: DISTRIBUTION OR DISPOSAL OF SURPLUS  
AND OBSOLETE FURNITURE AND EQUIPMENT**

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### **1.0 OBJECTIVE**

To provide a procedure for the declaration, distribution and eventual disposal of surplus or obsolete furniture and equipment.

### **2.0 PROCEDURE**

- 2.1 A written request authorized by the principal/manager describing the item or items being declared surplus must be forwarded to Purchasing.
- 2.2 All assets will be assessed by Purchasing staff, using internal or external expert advice where necessary. Consideration will be given at this point to the possibility of repair.
- 2.3 Purchasing staff, with advice from internal or external experts, will decide whether disposal or distribution will take place directly from the school or department taking into account the cost of moving. (\* Example: A heavy piece of shop equipment may be better disposed of directly from a school.)
- 2.4 Furniture and equipment assets deemed to have continued use within the Board will be retained by Purchasing and offered to school/departments on an ongoing basis.
- 2.5 The Coordinator of Purchasing will submit a list of surplus items to the Chief Financial Officer for approval to dispose of these items. Once approved, the Supervisor of Purchasing will be responsible for determining the appropriate method of disposal. These will include:
  - a) trade-in on new purchases;
  - b) public sale or auction on as individual or collective basis;
  - c) exploring all available recycling options;
  - d) disposal in the most environmentally sensitive means;
  - e) donation to an approved charity.
- 2.6 A public sale or auction of surplus assets will be conducted when required, taking into consideration the quantity and value of the goods to be sold.

- 2.7 It shall be the responsibility of the Purchasing Department to estimate the value of the goods to be sold by public sale and to assign reserve bids for public auctions, where deemed necessary. Proceeds from the sale will go toward recovering the cost of conducting the sale. Additional revenue will be credited towards general Board revenues.

### **3.0 REFERENCE DOCUMENTS**

*Education Act, 1998, ss. 170, 171*

Board Policy P.055.FIN: Asset Management

Board Policy P.056.FIN: Distribution or Disposal of Surplus and Obsolete Furniture and Equipment

Board Procedure PR.545.FIN: Asset Management