

Administrative Procedures Manual	Administrative Procedure 518
	Disposal of Surplus Items
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, January 2020
LEGAL REFERENCE:	Section 52, 53, 192, 194, 197, 222 Education Act

Background

The method of disposing of goods in the Division is to be applied in a consistent manner following established business practice and is to conform to all legislation regarding the expenditure of public funds.

Procedures

1. Principals and other Division supervisors who wish to dispose of supplies, furniture, or equipment surplus to their own requirements shall notify Purchasing Services and provide a detailed list of the surplus.
2. The Director of Operations or designate shall arrange disposal of the items and subsequent transfer of credit within the Division.
3. Disposal shall be:
 - 3.1 By advertising.
 - 3.2 For items having a value of less than five thousand dollars (\$5,000.00) by:
 - 3.2.1 Holding a sale which shall be advertised in the newspaper and on the public quotation notice board located in Purchasing Services; or
 - 3.2.2 Inviting sealed bids for specific items; or
 - 3.2.3 Arranging disposal by public auction with or without a reserve bid; or
 - 3.2.4 Negotiating trade-ins on new purchases.
 - 3.3 In accordance with the Education Act and related regulations for items having a value of five thousand dollars (\$5,000.00) or more.
4. Any other method of disposal requires the prior approval of the Secretary-Treasurer.