

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 121 - Disposal of District Property

Policy

Surplus or obsolete equipment, furniture and materials will be disposed of in an orderly and deliberate manner.

Procedures:

1. Principals and facility managers shall periodically review the inventory of equipment, furniture and materials to determine whether items are obsolete or surplus to their needs.
2. Principals and facility managers will compile a list of equipment, furniture and materials no longer required and submit it to the Associate-Superintendent (Business & Finance) for review.
3. Surplus material from a location will be made available to other schools as appropriate.
4. The Associate-Superintendent (Business & Finance) will determine what furniture, equipment and materials are to be destroyed, discarded or sold. Whenever feasible, such material will be disposed of by public auction or advertised tender.
5. Revenue derived from the sale of obsolete or surplus material will be credited to the Equipment Reserve.
6. Surplus items and material will not be donated to staff, students or parents under any circumstances.
7. The disposal of assets will be done according to the requirements of Alberta Learning.

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