



602.10AP Disposal of Divisional Property

APPROVED: 2020.01.15 (2013.09.18) (1996.03.20)

AMENDED: 2020.01.13 (2007.06.20)

REVIEWED: 2020.01.13

LEGAL REFERENCE:

- Education Act Section 192
- Disposition of Property Regulation 86/2019

CROSS REFERENCE:

- [602BP Financial Matters](#)
 - [602.10AP Exhibit 1 Disposal of Divisional Property Request for Disposal Form](#)
-

PROCEDURES:

1. An item of property may be traded in a purchase agreement for a replacement item.
2. The Secretary-Treasurer may authorize the disposal of any salvage material, equipment or parts thereof that may result from approved maintenance or renovation project.
3. Instructional materials (i.e., textbooks, etc.) that have been identified as obsolete and which cannot be recycled, will be stamped "DISCARD" and disposed of at the local school landfill.
4. The principal may, with the prior approval of the Superintendent and Secretary-Treasurer, forward any surplus equipment, text or reference books to the National and International Education Section of Alberta Education. The Board will be responsible for any transportation cost associated with such disposal.
 - 4.1 Capital equipment and furnishings (i.e. desks, pianos, etc.) that have been identified as obsolete will be disposed of by:
 - 4.1.1 Circulating a list identifying such equipment to all schools so they can purchase,
 - 4.1.2 If guideline 4.1.1 does not dispose of the items, Maintenance is to be informed. The Director of Facilities will dispose of items by auction or public tender. If no bids are received the item is to be given away or disposed of at the local landfill.

5. Vehicles may be disposed of by trade-in or consignment.
6. Community purchased items donated to a school are considered divisional property and will be maintained by divisional staff.
7. In the event of the sale of a closed school and property, playground equipment shall be made available to local non-profit community organizations who will be responsible for the removal, relocation and reinstallation of the playground equipment.
8. Principals are required to submit a Request for Disposal Form (Exhibit 1) to the Secretary Treasurer for any surplus items they wish to dispose of during the year.
9. Within two weeks of receiving approval for disposal, the principal will forward a prescribed notice to all other schools and to the Administration Office advising of available items.
10. Funds derived from the disposal of property in accordance with this policy will be handed over to the Secretary-Treasurer who will credit the appropriate School Based Budget account. When property is transferred under the provisions of this policy, the Secretary-Treasurer will make the appropriate transfer of funds based on the value stated on the notice form.
11. Before any computers go to the Electronic Recycling Program the Technology Department may strip them for parts.