

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>DISPOSITION OF PROPERTY: EQUIPMENT AND FURNITURE</b>	<b>DN-2</b>

### I. POLICY

The Louis Riel School Division believes that disposition procedures for equipment and furniture that is obsolete or no longer required to support the educational purposes of the Division and its schools must:

- strive to model and uphold the highest ethical standards;
- consider practices that serve students' best interests;
- consider practices that support sustainable development principles.

### II. GUIDELINES

- A. This policy defines equipment and furniture that is obsolete or no longer required to support the educational purposes of the Division and its schools as “redundant equipment and furniture”.
- B. [Policy DN-3 – Disposition of Property: Technology Equipment](#) guides the disposition of redundant technology equipment.
- C. The Manager of Accounting and Purchasing is responsible to articulate procedures to divisional departments and schools for the disposition of redundant equipment and furniture.
- D. The Manager of Accounting and Purchasing shall determine the most advantageous and appropriate method of disposal of redundant equipment and furniture.
- E. No divisional employee may dispose of redundant equipment and furniture without prior approval of the Manager of Accounting and Purchasing.
- F. The disposition of redundant equipment and furniture shall avoid practices that present potential conflicts of interests involving divisional employees.

### III. PROCEDURES

- A. The Manager of Accounting and Purchasing will determine the most advantageous and/or appropriate method of disposal of redundant equipment and furniture which may include:

<b>Adopted:</b>	March 21, 2006	<b>Legal References:</b>
<b>Revised:</b>	February 5, 2019	

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- a divisionally-organized sale to the public
  - trade-in value toward the purchase of new furniture or equipment
  - offer for sale to another school division, private school or daycare
  - commission of an auction company to act as the Division’s agent of sale
  - salvage for usable parts
  - sale for scrap (if applicable)
  - donation to non-profit organizations and charitable causes
  - discard (e.g., a salvage yard, recycling depot or municipal landfill)
- B. The Division does not sell redundant equipment and furniture directly to employees in advance of a publicly-advertised divisional sale of such materials. No employee shall receive any advantage over a member of the public or another employee.
- C. The Manager of Accounting and Purchasing shall advertise any divisionally-organized sale of redundant equipment and furniture on its public website or in a newspaper that circulates to the divisional community a minimum of one week in advance of the sale date.
- D. Following any sale of redundant equipment and furniture, the Manager of Accounting and Purchasing shall submit to the Secretary-Treasurer’s Office a listing of those items sold and their selling prices.
- E. The revenue of any sale of redundant equipment and furniture shall revert to the Division.

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