



902.5 Disposal of Property - Furniture and Equipment

1. Individual items of District furniture or equipment with a unit value in excess of \$5, 000 shall be disposed of in accordance with Alberta Regulation 3/2001.
 - 1 .1 The Purchasing Coordinator shall be responsible for determining the unit value of district furniture and/or equipment.

2. To be eligible for disposal, furniture and/or equipment must be surplus to the needs of the District. Based upon the nature and relative value of the surplus items, and upon consultation with the Purchasing department, one of the following methods of disposal/recycling shall be employed:
 - 2.1 Transfer to another School/Department
Principals, department heads are to notify the Purchasing Coordinator, who will endeavor to arrange for their transfer within the system. Where District property is transferred from one location to another, a “fair market value” exchange of funds may occur. Disputes with respect to “fair market value” shall be resolved through the office of the Purchasing Coordinator.
 - 2.2 Trade In
Where appropriate, equipment may be retained and used as a trade in against the purchase of future purchase of like items.
 - 2.3 Public Auction
The Purchasing Coordinator may offer furniture and equipment for sale by public auction with or without reserved values posted. Direct sale of individual items is not allowed.
 - 2.4 Sealed Bids
Where material is valued in excess of \$2,500, items may be grouped or offered individually for sale by tender or sealed bid following normal tender processes.
 - 2.5 Consignment Sales
Consignment sales may be considered as a method of disposal if the equipment has any resale interest. In these instances the items may be consigned to a dealer selling that particular item on a retail basis.
 - 2.6 Donation
Donate to a non-profit outside agency

Procedure

2.7 Final Disposal

If furniture and equipment cannot be disposed of by the preceding means, the Purchasing Coordinator shall arrange for it to be given away to the public, recycled in an environmentally friendly manner or taken to a disposal site.

3. All items offered for sale are to be sold “As Is, Where Is” with no warranties or guarantees expressed or implied. The purchaser must bear any removal or transportation costs. A fee may be charged to third parties if the item is not removed within seven days, unless alternate agreeable arrangements have been made.
4. District property shall be sold through public tender or auction.

Textbooks, Library Resources, and Other Non-Capital Items

1. Textbooks, library resources, and other non-capital items may be declared surplus if the items are outdated, badly worn, obsolete, or little used. Materials culled from a school library should not be removed to a classroom if they are deemed to be obsolete or otherwise inappropriate for instructional use. The Associate Superintendent, Business Affairs shall consult with the Department of Instructional Services when determining if curricular materials are surplus to the District.
2. Based upon the nature and relative value of the surplus items, one of the following methods of disposal/recycling shall be employed. The Purchasing Coordinator shall provide advice or assistance as required.
 - 2.1 Transfer to another School/Department
Where District property is transferred from one location to another, a “fair market value” exchange of funds may occur. Disputes with respect to “fair market value” shall be resolved through the office of the Purchasing Coordinator.
 - 2.2 Sale outside of Lethbridge School District
The Purchasing Coordinator must be consulted before any sales outside of the District.
 - 2.3 Public Auction
The Purchasing Coordinator may offer items for sale by public auction with or without reserved values posted. Direct sale of individual items is not allowed.

2.4 Consignment Sales

Consignment sales may be considered as a method of disposal if the items have any resale interest. In these instances the items may be consigned to a dealer selling that particular item on a retail basis.

2.5 Donation

Donate to a non-profit outside agency.

2.6 Public Give Away

Books alone may be given away at a school or central location. No other materials may be disposed of in such a way.

2.7 Final Disposal

If material cannot be disposed of by the preceding means, the Purchasing Coordinator shall arrange for boxed materials it to be recycled in an environmentally friendly manner or taken to a disposal site. Under no circumstances shall District property be placed in local trash bins.