



COMMISSION SCOLAIRE  
**Eastern Shores**  
SCHOOL BOARD

**DISPOSAL OF SCHOOL BOARD PROPERTY**  
**Policy ES - 244**

Adopted on:  
2023-01-08

Resolution  
C24-01-089

## 1. OBJECTIVES

- To enable the school board to dispose of its surplus, obsolete and irretrievable property, and irrecoverable assets.
- To promote the reallocation of reusable real-estate in the buildings of the school board, limiting costly storage and handling.
- Define disposal procedures.

## 2. DEFINITIONS

In this document, unless the context indicates otherwise, the following definitions apply:

**Personal property:** Furniture, equipment, tools and wheeled equipment.

**Dispose:** Sell, transfer, exchange, destroy.

**Scrap:** Obsolete, irreparable, unusable equipment that has no market value.

**Market value:** The most probable price, taking into account market data at the time of evaluation of a sale freely consented to by both parties, with adequate knowledge of the current and potential economic and potential economic value of the property.

## 3. CLASSIFICATION

An unused item may fall into one of the following categories:

**Surplus:** Refers to items that are currently unused but are likely to be used in the future. They are kept by the administrative unit or at the central warehouse and kept in inventory.

**Obsolete:** Refers to items which, in their present condition, are no longer reusable for school or administrative purposes by the school board.

**Scrap:** Damaged, broken or incomplete items that are no longer of any use and whose distribution is no longer profitable. Their market value is zero.

## **4. RESPONSIBILITIES**

### **4.1 The Administrative Unit:**

- To identify surplus and reusable items to be disposed of and notify the Material Resources Department by completing Form 02 (see attached specimen)
- If there is an administrative unit wanting the items identified above, the transfer to other administrative units must be made by completing Form 03 (See attached specimen)
- Clearly irrecoverable items must be discarded after notifying the Material Resources Department and completion of Form 02 (See attached specimen)

### **4.2 Material Resources Departments:**

- To participate with the administrative unit in identifying reusable or unusable items.
- To give priority to offering reusable items to other administrative units and, if necessary, to other school boards in the region and province.
- To establish, with the assistance of a specialist, if necessary, a potential price for unsold items to be disposed of.
- To draw up a list of items to be disposed of and obtain the school board's (DG or ADG) authorization for disposal when the market value per unit exceeds \$1,000.

## **5. DISPOSAL PROCEDURE:**

- 5.1** When the estimated value of the item is less than \$100, the Director of the Administrative unit may proceed by requesting a written quotation from a few potential buyers.

He or she may negotiate the sale by mutual agreement, the interested buyer having to make an offer in writing. All written offers must be kept for at least 3 months.



- 5.2** When the estimated value of the item is greater than \$100 but less than \$1,000, the manager of the administrative unit may proceed by invitation to three buyers who will be asked to submit a written offer. All written offers must be kept for at least 3 months.

If this procedure does not produce the desired result, he/she notifies Material Resources to agree on a subsequent procedure.

- 5.3** When the estimated value of the item exceeds \$1,000, the material is offered by means of a public notice in a regional weekly newspaper, web site, etc. All written offers must be kept for at least 3 months.

If there are no bidders, the Material Resources department may negotiate the sale by mutual agreement with one or more potential buyers.

- 5.4** Material not sold at the end of the process determined above and material that the estimated value of which is nil, will be grouped into lots, if applicable, for destruction and/or offered to an interested recovery specialist or community organization. No material should be given to an individual or a board employee without authorization by the DG or ADG.

- 5.5** In all cases of sale:

- The buyer pays by cash or by certified cheque.
- Transportation is at the buyer's expense.
- **An official receipt is issued for all sales to the buyer and transmitted to the Finance Department.**
- Merchandise is sold without a warranty or right of return.
- Proceeds from the sale are deposited in the administrative unit's revenue fund.

## **6.0 SPECIAL CLAUSE**

Eastern Shores School Board may, without calling this policy into question, rule by resolution of the council of commissioners on certain situations deemed to be special and submitted by the Director General.



**FIXED**

**ASSET DISPOSAL**

**Form 01**

<b>Section I</b> (To be completed by Principal / Department Heads)	
Item: Click or tap here to enter text.	
Tag Number: Click or tap here to enter text.	Serial Number: Click or tap here to enter text.
Location taken from: Click or tap here to enter text.	Building: Click or tap here to enter text.
Department: Click or tap here to enter text.	Room: Click or tap here to enter text.
Condition <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Estimated Value: \$ Click or tap here to enter text.	
Recommended Method of Disposal: <input type="checkbox"/> Donate to other government <input type="checkbox"/> Transfer to another school board building <input type="checkbox"/> Sale (Under \$ 1,000) <input type="checkbox"/> Auction (Over \$1,000) <input type="checkbox"/> Trade-In <input type="checkbox"/> Junk (Scrap)	Finance Department Use Only: (Computer Codes) <input type="checkbox"/> Destroyed(D) <input type="checkbox"/> Auction (AUC) <input type="checkbox"/> Trade-In (I)
Click or tap here to enter text.	Click or tap to enter a date.
Signature	Date
<b>Section II</b> (To be completed by the Director of Material Resources)	
Items having a fair market value of under \$ 1,000 must be approved by the Director of Material Resources	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Click or tap here to enter text.	Click or tap to enter a date.
Director of Material Resources	Date
Items having a fair market value of over \$1,000 must be approved by the Director General or the Assistant Director General and auctioned	
Date of Approval:	Click or tap to enter a date.
<b>Section III</b> (To be completed by Finance)	
Click or tap here to enter text.	Click or tap to enter a date.
Receipt Number	Date



# NOTICE OF DISPOSAL OF PROPERTY Form 03

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TO BE RETURNED BY:    YYYY/MM/DD

**Notice Date :**

**Title of the Notice :**                    Lot de casiers d'élèves (primaire et secondaire)

**School or Service :**                    Service des ressources matérielles

**Adresse :**

**Sale Supervisor :**                    Régisseuse à l'exploitation des bâtiments

**Telephone (Supervisor) :**

**Email Address:**

Quantity	Description	Price
		-
		-
		-
		-
		-
		-
<b>TOTAL (by lot only):</b>		

**BUYER'S CONTACT DETAILS**

**Name of the organization** \_\_\_\_\_

**Address** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Name of the Organization's Representative:** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Post** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Date** \_\_\_\_\_