



Title: **DISPOSAL OF SURPLUS OR OBSOLETE EQUIPMENT**

Adopted: May 2018

Principle

Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

Regulations

1. These regulations apply to all furniture, fixtures and equipment belonging to the Board and declared obsolete or surplus by the Principal or Supervisory Officer.
2. Typical items include but are not limited to administrative and classroom furniture, fixtures and equipment such as: computers, peripherals, communications, musical instruments, fitness, audio visual etc.
3. Items which are donated to or purchased on behalf of the school become the property of the Bloorview School Authority and, as such, are subject to this procedure.
4. The Finance Department shall be responsible for the disposal of all goods and equipment that are declared obsolete or surplus to the Authority's needs.
5. All items shall be disposed of through the method considered most suitable with respect to cost, environmental considerations and the best interests of the Authority.
6. Methods of disposal shall include but are not limited to: public tender, school renewal contracts, sale or auction, auction website, exchange/trade-in, negotiated sale and donation to a publicly funded or charitable organization or by

environmentally approved waste management methods. The method chosen in each situation will be at the discretion of the Supervisory Officer.

7. The proceeds of all assets sold will be forwarded to the Finance Department and credited to a general revenue account.
8. No items may be disposed of or sold privately by an employee.
9. No items may be sold to an employee except through a public sale, auction or tender.