



Policy Manual – Finance

F.M.02 Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment

POLICY STATEMENT:

All equipment and supplies purchased through Board approved budgets and school generated funds, or offered by donation remain the exclusive property of the Board. As such these items shall not be resold by any employee. When disposing of surplus items externally the Board shall endeavour to obtain fair market value. Further, the disposal method chosen should be the one which results in the best overall benefit to the Board and has minimum impact on the environment.

Purpose

To identify the processes and methods the Purchasing Department uses for all excess furniture, fixtures and equipment within the system.

Responsibility

The Purchasing Department shall oversee all aspects of surplus furniture & equipment and shall attempt to redeploy all declared excess items within the system first. When it is determined that useful redeployment is not possible, excess items will be posted on government approved auction sites before disposing of them externally.

It is the responsibility of all staff to ensure appropriate use and stewardship of the Board's financial and non-financial assets.

The disposal of all religious artifacts requires extremely special care, attention and treatment. These items should be offered to Parishes as donations where possible. If this is not possible please contact the Purchasing department for further assistance.

Regulations: NA

Related Board Committee: Committee of the Whole

Policy Review Date

BM Original Policy Approved 03 May 1977

Revisions: 07 November 1995, 01 October 2002, 05 June 2007 04 June 2012 01 March 2016,
01 February 2022

To be reviewed every three years