

ADMINISTRATIVE PROCEDURES

SUBJECT: Disposition of Surplus Furniture and Equipment

PREAMBLE:

The Board recognizes the need to get the best use of all resources, and wherever practical, surplus assets shall be shared or distributed among schools prior to declaring them surplus to the Board. The Lambton Kent District School Board endeavours to distribute or dispose of furniture and equipment in the most economical manner.

1. Role of the Principal

- To identify any furniture and/or equipment that is surplus to the school.
- To inform Principals at all other schools, via e-mail, of any furniture and/or equipment that has been deemed surplus to the school but may be reusable at another school.
 - Elementary Principals may be reached at **ElemPrin**
 - Secondary Principals may be reached at **SecoPrin**
- Allow fifteen days to receive responses.
- If the item(s) is requested at a school, process through the work order system to have it relocated.
- If the item(s) is not requested, it is deemed surplus to the Board. Complete the Disposition of Board Surplus Furniture and Equipment form and forward to the Purchasing Department at the Sarnia Education Centre.

2. Role of the Business Office

- Work orders requesting removal of surplus furniture and/or equipment from a school, will be processed within a two-week time period.
- Items identified as surplus to the school but may be used at a later date, will be stored at a Board facility.
- Items identified as surplus to the Board and not suitable for reuse at a later date, will be sold at auction in April of each year or registered with GovDeals.ca, an online auction marketplace exclusively for surplus assets, equipment and materials of governments and government agencies.
- Items in poor condition and/or not suitable for auction will be discarded.

Implementation Date: April 10, 2002

Revised Dated: April 27, 2015

Reference:

DISPOSITION OF BOARD SURPLUS FURNITURE AND EQUIPMENT

SCHOOL/LOCATION: _____ PRINCIPAL/MANAGER: _____

TELEPHONE: _____

DESCRIPTION OF SURPLUS FURNITURE/EQUIPMENT:

SCHOOL USE								BOARD OFFICE USE		
NO.	DESCRIPTION	MAKE/MODEL	QUANTITY	STORE FOR FUTURE USE		CONDITION			DISPOSE	
				Yes	No	Good	Fair	Poor	Auction	Trash
1										
2										
3										
4										

Principal/Manager's Signature

Date

PICK UP AND DISPOSITION:

PICKUP BY: _____

DATE: _____

TRANSPORTED TO: _____

Supervisor of Purchasing

Date