

SCHOOL PROPERTIES DISPOSITION

- (1) The disposal of surplus material for the River East Transcona School Division shall be carried out under the authority and responsibility of the secretary-treasurer of the division and shall be subject to the policy on disposal of surplus material, as well as the requirements of the Public Schools Act.
- (2) Surplus material is equipment, furniture, print material, or supplies (not including land and fixed buildings) that are obsolete, uneconomical to repair, or in excess of forecast requirements.
- (3) Schools/departments shall report to the secretary-treasurer any equipment, furniture, print material, and/or supplies that are surplus to their needs.
- (4) The secretary-treasurer shall:
 - (a) where possible and economical, arrange pickup from schools/departments all items declared surplus and deliver to a central storage area;
 - (b) with assistance from division personnel or outside consultants, determine which items are:
 - (i) reassignable within the division;
 - (ii) of parts value use;
 - (iii) of practical and economical value for trade-in with the purchase of new items;
 - (iv) of practical and economical value for sale to the public on an “as is, where is” basis;
 - (v) of practical use to nonprofit charities;
 - (vi) of scrap value.
 - (c) redistribute reassignable items;
 - (d) turn over to the proper personnel those items deemed to have parts value;
 - (e) where practical and economical, arrange for trade-in with the purchase of new items;
 - (f) where practical and economical, arrange a public sale for those items deemed to be of no further use to the division on an “as is, where is” basis;
 - (g) offer to nonprofit charities any items not usable or saleable;
 - (h) dispose of in the most economical manner those items deemed as having no further use to the division and declared to be scrap.

Effective Date: March 16, 2004

Review Date: February 13, 2018

Amended Date:

Board Motion(s): 185/04

Legal/Cross Reference: The Public Schools Act, RSM,
1987, c. P250