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## DISPOSAL OF EQUIPMENT

### Background

Equipment that does not meet the District's standards is to be disposed of in a manner that will either achieve the best possible return or minimize the financial cost in an environmentally responsible manner. No sale will be made directly to private parties without approval of the Secretary Treasurer.

### Procedure

1. Each Principal and Supervisor is responsible to ensure that obsolete and/or surplus equipment is disposed of in a satisfactory manner.
2. Prior to any disposal of surplus equipment, the Principal/Supervisor involved shall canvas all other principals/supervisors to ensure that the equipment is not needed in another area.
3. Equipment that is not saleable will be reported to the Director of Operations for disposal.
4. All surplus equipment will be sold by the Principal and/or Supervisor in a competitive manner and all proceeds may be left within school or department accounts.
5. Under no circumstances will District property be disposed of by any other means except with the prior approval of the Secretary Treasurer.

Reference: Sections 22, 23, 65, 85 *School Act*

Adopted: July 8, 1992

Reviewed: February 13, 2018

Revised: May 18, 2022