
SCHOOL DISTRICT NO. 36 (SURREY)

No. 5310

POLICY: SURPLUS FURNITURE & EQUIPMENT

1. INTENT

- 1.1 The Board intends that the use of available furniture and equipment should be optimized for the benefit of the school district as a whole.
- 1.2 The Board intends that when furniture and equipment become surplus to the needs of the school district, the maximum value should be realized through trade-in, sale or auction.

2. PRINCIPLES

- 2.1 The acquisition of “standard” furniture and equipment, as delineated in Board Policy #4600 - *Purchasing Goods and Services*, is preferred in order to create greater flexibility in use over the product’s life cycle.
- 2.2 Furniture and equipment in portable classrooms are deemed to associate with that portable when it is moved. If a school wishes to retain the furniture and equipment in a portable which is being moved, the goods must be acquired through an internal purchase.
- 2.3 When the enrolment of a school is reduced as the result of transferring students to a new school, surplus equipment and furniture at the reduced size school are to be offered to the new school at no cost.
- 2.4 Where furniture and equipment are replaced by the district, the replaced equipment will be returned to the district for redeployment or disposal as appropriate.
- 2.5 District initiated transfers of district-paid furniture and equipment should occur in order to optimize the utility of available resources in the district as a whole.
- 2.6 When a school has furniture and equipment which is surplus to its needs, other than as a result of the foregoing, the school is encouraged to transfer the goods without charge, to another school in the district which needs the goods.
- 2.7 Dispositions of surplus furniture and equipment are to occur only where there is no longer a need or the goods have reached the end of their life cycle for school district purposes.

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- 2.8 The method by which surplus furniture and equipment are disposed of should maximize value realized and minimize administrative costs of affecting the disposition.
- 2.9 Proceeds of disposition are to be accounted for in a manner which facilitates the district's purchase of like categories of furniture and equipment.
- 2.10 Surplus furniture and equipment may not be directly sold to school district staff.

3. AUTHORITY

- 3.1 The Secretary-Treasurer is authorized and responsible to manage the district's furniture and equipment in order to optimize its utility and maximize proceeds recovered on surplus furniture and equipment.

Revised: 1999-11-04
Adopted: 1986-05-29

XRef: Policy #4600
Reg. #6700.2
