

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 519
PROCEDURE:	PROPERTY DISPOSAL		

BACKGROUND

The Director is authorized to dispose of books, computers and computer equipment, furniture, vehicles, and other equipment classified as obsolete, unserviceable or surplus.

PROCEDURES

1. Books classified as obsolete or unserviceable shall be disposed of only after all possible uses for them within the system have been exhausted. Such books may be donated to charitable organizations for educational purposes. Any remaining books shall be disposed of at minimal costs to the Division.
2. Computers and computer equipment, furnishings and other equipment deemed to be obsolete will be subject to the following:
 - 2.1 Small pieces of equipment that have an estimated value of less than two hundred and fifty dollars (\$250.00) may be disposed of through the school by transfer to another school, auction, public notice, or donation to charity. Such equipment deemed to have no or insignificant retained value shall be disposed of in an appropriate environmentally friendly and LAFOIP compliant manner.
 - 2.2 Every item that has an estimated value exceeding two hundred and fifty dollars (\$250.00), which has been approved for disposal, shall be listed and submitted to the Chief Financial Officer and disposed of as in procedure 2.1 above.
3. A surplus asset appraised at a value greater than two thousand five hundred dollars (\$2,500.00) shall be disposed of in accordance with Section 347 of the Education Act.
4. All books, computers and computer equipment, furnishings and used equipment shall be sold on an "as is" and "where is" basis.
5. When new equipment is being purchased, old equipment may be traded-in.
6. Any revenue generated through the sale of equipment shall be forwarded to Division, with the amount credited to the school accounts net of disposal costs.
7. Note: Software can only be included with computer equipment leaving the system if the specific software license agreement so allows.

Reference: Sections 85, 87, 108, 109, 110, 347 Education Act

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