

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE B4 - SCHOOL PROPERTIES DISPOSITION**



The Red River Valley School Division Board of Trustees recognizes that goods no longer deemed to be of use in a specific facility shall be disposed of in a manner which best serves the Division as a whole.

The disposing of all goods, worth \$5,000 (including taxes) at time of purchase, shall be communicated to the Secretary-Treasurer.

The Principal and/or appropriate Department Manager and/or one other person (a minimum of two people), will estimate the dollar value of the item.

- All facilities will be notified of the items to be disposed of, and shall have the right of first refusal.
- If the item is not of interest to another Divisional facility, and the dollar value of the item is estimated to be over \$5,000.00, a Public Tender process must be followed. This tender process will be managed by the Secretary-Treasurer.
- If the dollar value is estimated to be between \$2,000.00 and \$4,999.00, the item will be locally advertised and/or sold at auction.
- If the dollar value is estimated to be under \$1,999.00, it will be at the Principal's and/or Department Manager's discretion as to the means of disposal (for example, by donation).

It should be clearly established that all equipment is sold 'as is'. A money back guarantee is not provided for in the event of equipment failure.

Any money received through the sale of goods must be remitted to the School Division.

The funds will be redistributed by the Secretary-Treasurer or designate (based on records of purchase).

With the destruction, disposal or distribution of any Division or school owned property, the School Properties Disposition form must be completed and returned to the Finance Department.

Item disposal shall be in accordance with current environmental guidelines.

- \* "Goods" shall be defined as equipment; computer hardware, servers, network infrastructure and peripherals; furniture and fixtures; Divisional vehicles.

**Cross Reference:**

**Adoption Date: November 26, 2008**

**Amendment Date: May 15, 2012; May 8, 2017**

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Red River Valley School Division  
School Property Disposition Form

Date: \_\_\_\_\_

School \_\_\_\_\_ Contact Person \_\_\_\_\_

Disposal Item \_\_\_\_\_ Original purchase date \_\_\_\_\_

Original value \_\_\_\_\_ Estimated current value \_\_\_\_\_

Persons responsible for value estimate (2) \_\_\_\_\_

**Step 1**

1. Item is offered for purchase by another Divisional Facility

2. Item purchased by RRVSD Facility? Yes No

If Yes, School purchasing item: \_\_\_\_\_

If No, proceed as follows:

**Step 2**

Dollar value over **\$5,000**

Information forwarded to Secretary-Treasurer for tender process on: \_\_\_\_\_ DATE

Dollar value between **\$2,000** and **\$4,999**

Circle one: Item Advertised Item sold at Auction

Sold to \_\_\_\_\_

Dollar Amount \_\_\_\_\_

Date \_\_\_\_\_

Dollar value **\$1,999** or less

Item disposed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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