



Policy: DN
Subject: School Properties Disposition

Policy:

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.

Protocol:

The disposing of all goods, worth \$5,000 (including taxes) at time of purchase, under Policy DN 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, 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).

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

Procedure:

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.

