

DISPOSAL OF USED 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 financial return, or minimize the financial cost in an environmentally friendly manner. No sales will be made directly to private parties without approval of the Secretary-Treasurer or designate.

Procedures

1. As equipment is replaced it may be traded in to reduce the cost of the replacement transaction.
2. Equipment that is no longer required by one school can be transferred to another school. Schools should adjust their inventory lists in accordance with *Administrative Procedure 525 – Inventory*. Equipment that is no longer required and the equipment is such that there is resale value (desks, chairs, and office furniture) will be sold and disposed of by methods established by the Purchasing Department.
3. Equipment that is no longer required and the equipment is such that it has no resale value (broken desks, chairs, furniture, small appliances, etc.) The school caretaker or Maintenance may dispose of the equipment directly.

Electronic Equipment in schools including computers, tablets, printers, display devices, media players, computer peripherals, other networkable devices (such as network calculators), networks and other equipment defined as Electronic Equipment will be disposed of in the following ways:

- Equipment that is no longer required by one school can be transferred to another school;
- Equipment that is due to be replaced may be traded in to reduce the cost of the replacement transaction;
- Equipment that is no longer required and the equipment is such that there is resale value and the ability to sale the equipment exists, the equipment will be sold through methods established by the Purchasing Dept.;
- Equipment, that is no longer required and the equipment is such that there is no resale value, will be prepared for disposal at the school sites and sent to local vendors for recycling or disposal. Equipment that contain harddrives will have the harddrives removed at the school site, and the harddrives will be sent for destruction.

4. Sale proceeds of any equipment will be recorded at the District level as miscellaneous revenues.

Reference: Section 65, 85, School Act

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