

Title **SURPLUS FURNITURE AND
EQUIPMENT**

Procedure No. 9013

Department **BUSINESS SERVICES**

Reference(s)

Effective Date 2000 Feb 02

Every effort shall be made to find further uses within the system for items that have been declared surplus. The Supervisor, Distribution Centre and Supervisor, Supply Management work cooperatively to expediently deal with surplus furniture and equipment matters.

Items that a department or a school determine to be of no value to the system are to be disposed of in a responsible manner. Examples include non-repairable furniture or equipment, obsolete desks, unsafe physical education and technical equipment.

Wherever possible a trade-in allowance will be requested when equipment is replaced. The vendor will be expected to pick up the replaced item when the new equipment is delivered.

Items considered to be of further value to the system are to be listed on the "Surplus Furniture & Equipment" form and forwarded to the Supervisor, Distribution Centre. Schools will be informed by e-mail every Tuesday of available surplus items. Staff interested in a surplus item(s) are to contact the staff at the location where the surplus item(s) is located to obtain further information or arrange to view the item(s). Items will be made available to the system until claimed by another location or for 4 weeks at which time the item(s) will be considered surplus to system needs. The location declaring the item(s) surplus is to retain the item(s) until claimed by another location or deemed surplus to system needs. A school or department can expect to retain the surplus item(s) for approximately six weeks from the time the item(s) was declared surplus.

Generally, items are available on a first-come first-served basis but other considerations are school need and distance for economic movement of item. Depending on the nature of the item, delivery will be by Board delivery staff and vehicles or by contracted delivery service arranged by the Supervisor, Distribution Centre. Contracted delivery services are used primarily for heavy equipment such as lathes. The location receiving the goods will be responsible for contracted delivery services, if used, and any costs to install the equipment.

The Supervisor, Distribution Centre and the Supervisor, Supply Management will be responsible for the disposal of unclaimed items. In some cases they will arrange for the equipment to be sold directly from the school rather than incurring the cost of transportation to the Board's surplus item storage site. Depending on the type of the item, the following are some disposal methods which are used:

- equipment used for parts by Board technicians
- item made available to the public by auction
- bids may be invited and equipment sold to the highest bidder
- the Supervisor, Distribution Centre approves school staff offering the item to the local community with sale proceeds retained by the school
- item made available to recycle dealers
- equipment may be given to an agency acceptable to the Executive Superintendent of Business.

Administered By

BUSINESS SERVICES

Amendment Date(s)