

Administrative Procedure 517

ACQUISITION, INVENTORY AND DISPOSITION OF PROPERTY – FURNITURE AND EQUIPMENT

Background

The Division believes in an appropriate process to acquire, inventory and dispose of surplus or obsolete equipment, furniture and material.

Procedures

1. Acquisition
 - 1.1. The Division claims sole ownership when purchases are made by the community (i.e.: individual donations, school council, community service groups, etc.) and placed in the school complex or on the school property.
2. Inventory
 - 2.1 Principals will annually review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
 - 2.2 When purchases are made, either individually or jointly, the school administration/site supervisor will record the transaction and notify the Secretary-Treasurer, providing a description of the asset as well as the serial numbers.
 - 2.3 Principals and site managers shall maintain by digital graphic recording a current inventory. This recording shall be filed with the Secretary-Treasurer.
 - 2.4 Principals and site managers shall prepare and submit to the Secretary-Treasurer and inventory of all school and site property valued at five thousand dollars (\$5,000.00) or more per item. The Secretary-Treasurer will maintain a central registry and place the necessary insurance on the asset.
 - 2.5 In addition to the digital graphic recordings, all sites shall maintain current separate inventories for computers and other technology equipment, which shall include, at a minimum:
 - 2.5.1 Item name/description/model and serial number;
 - 2.5.2 Purchase date; and
 - 2.5.3 Purchase price.

3. Disposition of Property

- 3.1 A list of equipment, furniture and materials no longer required by the school/site will be submitted to the Secretary-Treasurer for review.
- 3.2 Whenever feasible, furniture, equipment or materials of exceptional value will be disposed of by site transfer, public auction or sale.
- 3.3 Revenues derived from the sale of surplus goods will be placed in the appropriate school or Division accounts.

Reference: Education Act 68, 188, 192, 222 Disposition of Property Regulation (86/2019)	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.