

<b>Policy Statement</b>	
	<b>Commission scolaire Western Québec</b> <b>Western Québec School Board</b>
<b>Policy No. B-4</b>	
<b>SUBJECT:</b>	Disposal of Obsolete Capital Equipment
<b>Approval Date:</b> June 13, 1981	<b>Resolution No:</b> C.C. 295
<b>Revision Date:</b> January 26, 2002	<b>Resolution No:</b> C-01/02-338
<b>Origin:</b> Council of Commissioners	

### **OBJECTIVE:**

To establish procedures for disposing of surplus or obsolete equipment and furniture. Procedures must ensure that equipment or furniture purchased with school board funds is disposed of in a transparent and fair manner at the end of its useful life. As well, equipment or furniture that has residual value shall be disposed of in a way that maximizes the financial return to the board. Equipment and/or furniture declared surplus at a location within the school board may be used to fill a need elsewhere in the school board.

### **PROCEDURES:**

The board will follow these procedures to dispose or transfer equipment or furniture.

1. For assets valued at \$1000 or less (based on fair market value):
  - 1.1. The board shall offer the asset to all departments / schools / centres;
  - 1.2. In the event that the asset is no longer required by any of the above, the asset may be offered for sale to staff members at fair market value;
  - 1.3. In the event that the asset has not been sold to a staff member, it may be offered for sale to outside purchasers.
  
2. For assets valued at \$1000 or more (based on fair market value):
  - 2.1. The board shall offer the asset to all departments / schools / centres;
  - 2.2. In the event that the asset is no longer required by any of the above, the administration shall obtain a board resolution allowing the asset to be sold by written bids. It shall first offer it for sale to staff members before offering it for sale to outside purchasers.

Excluded from this policy are all immovable assets.