



Procedure 516

Disposal of Divisional Property

Background

The requirements of Section 200 of the *School Act* and the *Disposition of Property Regulations* shall be adhered to when divisional property is being disposed of.

Procedures

Non-Real Estate Fixed Assets

1. Prior to any non-real estate fixed assets, being submitted for write-off and disposal, the following shall occur:
 - 1.1 A written rationale for disposal of property must be submitted to the board by the Secretary-Treasurer along with the following documentation:
 - 1.1.1 A written assessment of the said property
 - 1.1.2 A written appraisal as to the value
 - 1.1.3 A completed fixed asset disposal request signed by the Assistant Secretary-Treasurer.
 - 1.2 After board approval, the items will be listed for tenders/bids.
 - 1.3 Information regarding the tendering process and item descriptions will be posted on the divisional website and in the newsletter, posted on the Alberta Purchasing Connection website, emailed to each school and Local School Board Committee and posters developed and provided to the school administration, for posting in the communities and at the schools, and advertised in the newspaper where the items are located.
2. Where divisional property is being disposed of, the following shall occur:
 - 2.1 The Superintendent or the Secretary-Treasurer will recommend the disposal of such property. A list of property recommended for disposal will be submitted to the board for approval. The Superintendent or the Secretary-Treasurer may also recommend that



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- an item not be approved for sale and be disposed of due to condition.
- 2.2 Divisional school property which has been approved for disposal will be disposed of in the following manner:
 - 2.1.1 The Secretary-Treasurer will inform the staff that the item has been approved for sale and is no longer available for use by the Division.
 - 2.1.2 The Secretary-Treasurer will advise the principal which items are to be disposed of.
 - 2.1.3 The Secretary-Treasurer shall advertise in the community for a period of at least two weeks, the items that are to be sold. The advertisement should state where and when the items can be seen, state the closing date and time for accepting bids, state the items to be sold and that the highest or any bid may not necessarily be accepted.
 - 2.1.4 The Secretary-Treasurer shall compile a list of bids received. If no bid is received, the Secretary-Treasurer, in conjunction with the principal, will arrange to have the property disposed of. The items will either be moved to another location and offered for sale or disposed of at the local dump-site.
 - 2.1.5 The Secretary-Treasurer shall notify the successful bidder. In all cases a cheque or money order made payable to Northland School Division No. 61 shall be received by central office and a receipt forwarded to the principal prior to releasing the property.
 3. The following procedures shall be observed where non-functioning equipment is to be discarded:
 - 3.1 The Secretary-Treasurer may request that a repair company provide a cost of repairs before determining whether the item shall be repaired or will recommend disposal of such items.



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- 3.2 The Secretary-Treasurer will determine whether the items shall be repaired or will recommend the disposal of such items to the superintendent.
 4. In cases where divisional property has been lost or stolen from any facility, the following steps shall be undertaken:
 - 4.1 The principal, in case of schools and the area maintenance supervisors, in case of other facilities, will immediately report any such losses to the R.C.M.P. and prepare a vandalism report, Form E200, which is included in the Forms Manual, ensuring the R.C.M.P. file number is noted on the document. The principal shall submit copies to the Local School Board Committee and the Superintendent. The area maintenance supervisors will submit copies to the Superintendent and the relevant Local School Board Committee.
 - 4.2 If items are missing as a result of a break-in or theft, and not recovered within 90 days, the Secretary-Treasurer will submit a claim for losses to the Insurance Company.
 - 4.3 If items are noted as "missing" when the annual school physical inventory is taken, the Secretary-Treasurer will be notified.

Bid Process:

- 1. Relevant information about the sale item is to be collected – location, make, model, serial number, condition.**
- 2. A schedule for viewing, if required, is developed – times location.**
- 3. An ad is drafted, and placed for at least two weeks in the local newspapers.**
- 4. Bids to be submitted to the Secretary-Treasurer, sealed, with the bid description on the front of the envelope.**
- 5. Bids are to be accompanied by a 10% deposit payable by a certified cheque or money order.**
- 6. Bid opening date to be open to the public.**



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- 7. Bids received by phone, fax or email will not be accepted.**
- 8. Highest bid may not be accepted.**
- 9. In the case of tie bids, the bid received first will be declared the winning bid.**
- 10. An analysis of the bids is to be completed, and a recommendation for the winning bid is to be submitted to the Finance, Maintenance and Transportation committee.**