



**DISPOSAL OF SURPLUS AND OBSOLETE EQUIPMENT**

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The following protocols outline the proper disposal methods for surplus and obsolete equipment:

- (a) Contact the Secretary-Treasurer to discuss the equipment that has become surplus or obsolete. At this point they will contact other schools to see if they have need for the equipment or determine if the equipment should be forwarded to the Division Office, which can act as a clearing house for several schools.  
NOTE: Schools will be credited for any equipment that is sold by the Division Office.
- (b) If the division determines the equipment can be sold by the school, the principal should advertise the equipment and the purchase price in the local paper(s).
- (c) A precise sale starting time, location, etc. should be advertised and adhered to in order to avoid advance selling. All sale items should be on hand at the start of the sale.
- (d) It should be clearly established that all equipment is sold “as is.” A money-back guarantee will not be provided in the event of equipment failure.
- (e) The money from the sale and information about the make, model and serial number of the equipment that has been sold will be forwarded to the Secretary-Treasurer. This money will be credited to the appropriate school account.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>
<b>Procedure:</b> DNB	<b>Guidelines:</b>	<b>Exhibit:</b>