

Halton District School Board

Operational Policy/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	Disposal of Board-owned Inventory
EFFECTIVE:	February 2004
CROSS-REFERENCE:	none
REVISION DATE:	September 2007
RESPONSIBILITY:	Superintendent of Business Services and Treasurer

POLICY STATEMENT:

The Halton District School Board recognizes that in the event a surplus of furniture, equipment or other inventory exists, the value, if any, from the sale or disposition of such items will be directed to student programs and services.

PROCEDURES:

The following procedures are to be followed for the disposition of surplus inventory:

1. A detailed list of items for consideration is to be prepared by schools or departments.
2. This list is to be submitted to the Manager of Purchasing who will determine if the items are surplus to the system.
3. The Manager of Purchasing will arrange for the disposal of items identified as surplus in the following manner.
 - a) Advise other schools departments of availability.
 - b) Public sale to interested parties
 - c) Disposed of for scrap value
4. Net proceeds derived from the disposition of surplus inventory will be applied to the central account for school budget allocations.