

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## DISPOSAL OF OBSOLETE OR SURPLUS ASSETS

AB&F 13.0  
NPS 79-02

### **POLICY:**

It shall be the policy of the Nipissing-Parry Sound Catholic District School Board to sell or dispose of assets that have been declared surplus or have become obsolete.

### **ADMINISTRATIVE REGULATIONS:**

#### **A. Sites and buildings**

1. The Board shall declare a site or building surplus to its needs by specific resolution.
2. The site or building shall be sold in accordance with Ministry of Education regulations.

#### **B. Furniture and equipment**

##### **1. Obsolete**

- a. All furniture or equipment considered obsolete will be turned over to the Purchasing Department for disposal.
- b. The Purchasing Department will determine the best method to dispose of the obsolete items (i.e. recycling, municipal dump, etc.).

##### **2. Surplus**

- a. Furniture or equipment will be declared surplus to the Board in the following way:

The Superintendent concerned will declare the item surplus in his/her own jurisdiction and release control of the item to the Purchasing Department. If the item is required elsewhere, it will be transferred. If the item is not required elsewhere, it will be declared surplus to the Board.

- b. The Purchasing Department shall be responsible for the disposal of all assets which have been declared surplus to the Board, except sites and buildings covered under Part A, using one or more of the following procedures.

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<p data-bbox="448 340 643 369">c. <u>Public Sale</u></p> <p data-bbox="529 407 1073 436">i. The sale shall be advertised as follows:</p> <ul data-bbox="529 474 1414 814" style="list-style-type: none"><li data-bbox="529 474 1414 575">• written notice to the parents distributed through the pupils of the school(s) concerned if the estimated resale value of the individual items of furniture or equipment is less than \$500;</li><li data-bbox="529 613 1414 680">• public notice in the local newspaper if the estimated resale value of the individual items of furniture or equipment exceeds \$500;</li><li data-bbox="529 718 1414 814">• public notice in a newspaper which covers the district if the estimated resale value of the individual items of furniture or equipment exceeds \$1,000.</li></ul> <p data-bbox="565 852 1414 919">Where the estimated sale value of an item is less than \$500, the Purchasing Department shall determine a price for the item.</p> <p data-bbox="565 957 1414 1184">Where the estimated sale value of an item is greater than \$500, the Purchasing Department shall ask for sealed bids on the day of the sale. These bids shall be opened by the Purchasing Department in the presence of two witnesses at the end of the public sale. The offer will be awarded to the highest bidder. When two or more bids are received for the same amount, preference will be given to separate school supporters.</p> <p data-bbox="521 1222 724 1251">ii. <u>Private Sale</u></p> <p data-bbox="565 1289 1414 1415">If an item has been offered for sale at a public sale and remains unsold, it may be sold privately at a later date to non-profit organizations such as parishes, Boy Scouts, Girl Guides, local service clubs, etc.</p> <p data-bbox="516 1453 781 1482">iii. <u>Final Disposition</u></p> <p data-bbox="565 1520 1414 1646">If an item has been offered for sale at a public and then private sale and remains unsold, the Purchasing Department will determine the best method to dispose of the surplus items (i.e. recycling, municipal dump, etc.)</p>	