



SURPLUS EQUIPMENT

GOVERNANCE POLICY

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1.0 PRINCIPLES

The South Shore Regional Centre for Education (SSRCE) requires procedures for making equipment and furniture that are surplus to the needs of one school available to other schools. The SSRCE authorizes the disposal of surplus items on a yearly basis.

2.0 POLICY FRAMEWORK

This policy complies with the Education Act and other related provincial acts and policies.

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

SURPLUS EQUIPMENT

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1.0 PROCEDURES

1.1. General Surplus

- 1.1.1. Each year, the administrators of each school shall review the equipment/furniture within their charge and identify:
 - 1.1.1.1. items which are, or will become, surplus to their requirements, and
 - 1.1.1.2. items that are required for their school that may be on the surplus list of another school.
- 1.1.2. The list of items shall include:
 - 1.1.2.1. general description of the item,
 - 1.1.2.2. brand name and serial number, if appropriate,
 - 1.1.2.3. condition of the item (serviceable, unserviceable, unknown), and
 - 1.1.2.4. quantity of the item available, or desired.
- 1.1.3. The list shall be sent to the Procurement Officer, or designate, who will circulate the lists to all schools in the SSRCE to identify any items that may be of value to another school or program.
- 1.1.4. Items that cannot be used, or are not needed elsewhere in the SSRCE, shall be certified as disposable by the Director of Finance, or designate.
- 1.1.5. A list of items so certified by the Director of Finance, or designate, shall be disposed of by individual tender, auction or by SSRCE donation to groups.
- 1.1.6. Proceeds from sales shall be returned to the school that released the equipment. (Such monies shall be used to support existing programs in the school.)

1.2. Purchases/Donations Made Through School Funds or by Outside Groups

- 1.2.1. Outside groups (Home & School Association, Parent Support Groups etc.) who choose to purchase equipment/furniture for a school are to keep a record of their purchase, including such information as:
 - 1.2.1.1. general description,
 - 1.2.1.2. brand name and serial number, if appropriate,
 - 1.2.1.3. quantity, and
 - 1.2.1.4. cost
- 1.2.2. The outside group shall provide the principal with an updated list as noted above.

- 1.2.3. The principal will request input from the outside donating/purchasing group in determining the disposal of such donations/purchases.
- 1.2.4. If the donating/purchasing group, or school, gives no direction, it shall be disposed of as outlined in Section 1.1. of these Procedures.

1.3. Surplus From Closed Schools

- 1.3.1. When a school has been designated to close, the principal, in conjunction with school staff, will decide which equipment/furniture will be moved with the students to their new school.
- 1.3.2. The principal, in conjunction with the Procurement Officer, or designate, will establish a date for representatives of other schools in the region to tour the school and develop a list of items they wish to request.
- 1.3.3. Principals shall submit their lists of requested items to the Procurement Officer, or designate, within two weeks of the date of the school tour.
- 1.3.4. Where more than one school is requesting the same equipment/furniture, the following process will be used:
 - 1.3.4.1. Schools that feed into the school scheduled to close will be given the first opportunity to have their requests filled. If more than one feeder school is requesting the same equipment/furniture, a draw will be conducted by the Procurement Officer, or designate, to select the receiving school.
 - 1.3.4.2. If any equipment/furniture remains, and where more than one school is requesting the same equipment/furniture, a draw will be conducted by the Procurement Officer, or designate, to select the receiving school.
 - 1.3.4.3. When equipment/ furniture is from a school that has been closed, the money realized from its sale shall return to the school that now serves the students from the closed school.
 - 1.3.4.4. Items that cannot be used or are not needed elsewhere in the SSRCE shall be disposed of by individual tender auction or by SSRCE donation to groups.

2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.