



**POLICY SECTION: Finance**

**SUB-SECTION: Purchasing**

**POLICY NAME: Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment**

**POLICY NO: F.P.07**

<b>Date Approved:</b> Board March 31, 2010	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b> March 2010;
<b>Cross References:</b> F.P. 01 Purchasing Policy R.01 Real Property B.M.06 Environmental Practice		
<b>Appendix</b>		

**Purpose:**

**This policy outlines the process that will be used for the disposal of furniture and other equipment.**

**Scope and Responsibility:**

**To ensure effective internal controls for the disposal of furniture and equipment through an environmentally and financially appropriate process throughout the Toronto Catholic District School Board.**

**The Director of Education supported by the Superintendent of Environmental Support Services is responsible for this policy.**

**Alignment with MYSP:**

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being



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~~Achieving Excellence in Governance~~

~~Providing Stewardship of Resources~~

~~Inspiring and Motivating Employees~~

**Policy:**

Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

**Regulations:**

1. This policy applies to all furniture, fixtures and equipment belonging to the Board and declared obsolete or surplus by the respective Principal or Departmental Manager.
2. Typical items include but are not limited to administrative and classroom furniture, fixtures and equipment such as: computers, peripherals, communications, musical instruments, fitness, audio visual, shop equipment, vehicles etc.
3. Items which are donated to or purchased on behalf of a school become the property of the Toronto Catholic District School Board and subject to this policy.
4. The ~~Materials Management Department~~ **Environmental Support Services Department in conjunction with the appropriate departments,** shall be responsible for the disposal of all goods and equipment that are declared obsolete or surplus to the Board's needs.
5. Items for disposal shall be sent to the Board's Warehouse facility for processing unless otherwise directed by the **Environmental Support Services Department**



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~~Materials Management Department~~, for example in such circumstances where disposal directly from a location is warranted or otherwise cost-effective.

6. All items shall be disposed of through the method considered most suitable with respect to cost, environmental considerations and the best interests of the Board.

7. Methods of disposal shall include but are not limited to: public tender, - sale or auction, auction website, exchange/trade-in, negotiated sale and donation to a publicly funded or charitable organization or by environmentally approved waste management methods.

8. The proceeds of all assets sold will be forwarded to the Finance Department and credited to a general revenue account.

9. No items may be disposed of or sold privately by an employee.

10. No items may be sold to an employee except through a public sale, auction or tender.

11. Real property, buildings and portable classrooms are excluded from this policy.

### **Evaluation and Metrics:**

**The Environmental Support Services Department will continue to monitor and review the disposal processes to ensure compliance and conformity to other relevant Board policies and regulatory requirements.**