



## **TCDSB Policy Register**

**Policy Name:** Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment  
F.P.07

**Date Approved:** Board March 31,  
2010

**Policy Section:** Finance

**Responsible Department:** Finance

**Date of Next Review:** 2030

**Dates of Amendments:** February 2025

### **Policy**

The Toronto Catholic District School Board (TCDSB) is committed to recovering maximum residual value from disposal of Surplus or Obsolete items. Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

### **Scope and Responsibility:**

This policy applies to any employee or Trustee who is involved in the disposal of Surplus or Obsolete items on behalf of the Board.

### **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~~ **Procurement Services** Department 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 Railside Warehouse facility for processing unless otherwise directed by the 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, school renewal contracts, 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:**

- 1) Staff with approval authority will monitor the disposal of Board equipment and the Finance Department will provide regular review and oversight.
- 2) The policy will be reviewed every five years.