

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Disposal of Surplus Assets**

EFFECTIVE DATE: **September 15, 2011**

REVIEW DATE:

SUPERSEDES: June 11, 1997

CROSS REFERENCE: *School Act* and Regulations
Minister's Directives

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The Eastern School District Board will ensure the best use of all assets owned by the Board. When assets become surplus in any part of the District, the disposal of these assets will be determined by regulations of the *School Act*, Minister's Directives, or these regulations.

1. Items may be declared surplus by the principal or Director of Corporate Services on March 30 of each year. The Director of Corporate Services will approve a list for circulation.
2. Items surplus to that site will be listed by the Director of Corporate Services and made available within the District on a needs basis by May 30.
3. Items which remain surplus to the District will be offered for sale to other educational institutions at fair market value.
4. Remaining items will be offered to non-profit organizations at the established price.
5. Any items not disposed of will be offered to public tender, otherwise disposed through sale, or scrapped.

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