

LL 501367

DNB
DNB-R-E-1
DNB-R-E-2

SALE OR DISPOSAL OF FIXED ASSETS

Disposal of Fixed Assets

The following process must be followed when disposing of equipment, furniture, and other fixed assets:

- A. If the Principal determines that the asset still has value and could be utilized within the School Division:
- i) An email must be forwarded to all Division sites advising that the item is available free of charge.
 - ii) If no interest within the Division is expressed, the Principal shall offer the asset for sale on an “as is” and “best offer” basis to the public by means of advertising within a local newspaper or the school bulletin.

For assets with a significant value, a minimum bid value must be established that reflects an appraised worth.

- iii) If no offers are received, the asset may be offered at no cost to a charitable organization provided that the Secretary Treasurer/Chief Financial Officer’s authorization has been received.
- B. If the asset is broken and damaged beyond reasonable repair, the Principal must submit a Division Truck Request (DNB-R-E1) to the Secretary-Treasurer/Chief Financial Officer for authorization.

The Supervisor, Transportation will schedule all authorized fixed asset disposals. The Principal must ensure that all fixed asset items that are disposed of are deleted from the School Fixed Asset Inventory.

A Fixed Asset Inventory Control Form (DNB-R-E2) must be completed for each asset that is deleted from the Fixed Asset Inventory. The Form must be maintained on file at the school.

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-13			1 of 2
02-03-13			

C. The disposal of all computers and related hardware is managed by the Director, Information Technology.

A Principal is not permitted to dispose of computer and related hardware items.

The Director, Information Technology shall maintain disposal processes that ensure:

- i) The computer hard drive is removed to protect private information.
- ii) The computer hard drive and obsolete hardware is destroyed locally and disposed of through a local environmental friendly electronic disposal contracted service depot.

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-13			2 of 2
02-03-13			