

SALE OR DISPOSAL OF FIXED ASSETS

Equipment, furniture, computers and other fixed assets purchased by the School Division must not be sold or disposed of unless the asset is being replaced, obsolete, damaged, or has minimal value.

Sale or Disposal of a Fixed Asset requires prior written authorization from the Secretary-Treasurer/Chief Financial Officer.

At no time shall items purchased by the School Division be offered for sale directly to School Division employees.

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