



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES DISPOSAL OF FURNITURE AND EQUIPMENT

1. It is the responsibility of Principals and Managers to identify furniture and equipment and other materials which become surplus or obsolete. The Principal/Manager will notify his/her Superintendent of the surplus or obsolete furniture or equipment.
2. The disposal will be conducted in consultation with and approval from Admin Council in the following order:
 - Trade in on the purchase of new furniture or equipment
 - Publicly advertised calls for bids (including Board website)
 - Donation to not-for-profit groups
 - Garage sale
 - Discard

An approved Disposal of Asset form will be filed by the Business Department for record keeping

3. Goods with a value of less than \$500 may be discarded at the discretion of the Admin Council.
4. Goods that will be publicly advertised for sale will adhere to the following procedures.
Admin Council will determine the most cost effective means of advertising based on estimated value of goods sold, and may include, but is not limited to, any or all of the following:
 - Board website
 - Online news sources/social media
 - Local news papers
 - Online advertising sources
 - Email to all employees and schools to be publicly posted

All bids will be submitted in sealed envelopes and forwarded to the Superintendent of Business.

The bids will be opened after the deadline in the presence of the Superintendent of Business, or another member of Admin Council and one other administrative staff member. All bids will be opened at the same time and will be initialed by both staff members opening the bids. Any person submitting a bid may attend the opening.

No Admin Council member will be allowed to participate in the bid opening process where there is a conflict or perceived conflict of interest.

A conflict of interest can be defined as, but is not limited to:

- a) relationship by blood, adoption, or marriage: parent, spouse, child, sibling, first cousin, uncle, aunt, nephew, niece, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child; or
- b) intense personal friendships or significant business relationships

A summary of all bids will be brought to Admin Council for approval.

A report will be brought to the board for all disposals generating over \$2,500 through the publicly advertised bid process.