



POLICY 4.53 DISPOSAL OF ASSETS

The Board of Education believes that assets that are surplus to the needs of the District or are at the end of their useful life are to be disposed of at fair market value.

Guidelines

1. Equipment and assets determined to be obsolete or surplus to the requirements of the District may be disposed only with the authorization of the Secretary-Treasurer.
2. The method of sale shall be by public auction.
3. When planning for the disposal of surplus assets the Secretary-Treasurer shall consider:
 - 3.1. In cases of replacement, surplus assets may be offered for trade-in purposes with proceeds used to reduce the cost of the replacement items.
 - 3.2. The disposal of a medium with information capacity must be done in a manner to protect the privacy and security of the stored information.
 - 3.3. If sale of the item has proven unsuccessful, the item may be donated, recycled or discarded.
4. It is expected that equipment utilization is regularly monitored and that equipment is not needlessly stored for extended periods of time, at a cost to the district.