



School Properties Disposal

Administrative Procedure 5.170

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16, 18

Legal Reference:

Date Adopted: June, 2012

Date Amended: April, 2023

Date Reviewed: May, 2019

School Properties Disposal Procedure

No supplies or equipment at schools shall be disposed of until permission has been received from the principal who will advise the Secretary-Treasurer. Supplies or equipment at the District level requires the approval of the Secretary-Treasurer prior to disposal.

If the material to be disposed has saleable value, sale shall be arranged by the tender process to the greatest extent possible (reference: Administrative Procedure 5.120). If the material does not have saleable value, the proper disposal of the books, equipment and/or supplies shall be determined.

In all cases, records of disposal shall be maintained.