



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Business and Administrative Services

- Purchasing

Policy: DISPOSAL OF SURPLUS OR OBSOLETE MATERIALS, FURNITURE, EQUIPMENT AND TECHNOLOGY **Policy Code:** BA-5.2 Page 1

It is the policy of the Board to utilize all materials, furniture, equipment and technology throughout the maximum life cycle of the item. When an item becomes surplus and is of no further use to the Board, obsolete, unsafe, beyond reasonable repair, or the cost of storage is not economically feasible, the Board will dispose of the item. The disposal of surplus or obsolete materials, furniture, equipment or technology shall be conducted in an economical and environmentally efficient manner, in accordance with regulations established by the Board. Disposal shall be designed for maximized return through sale and/or to minimize cost for disposal. The sale of surplus or obsolete materials, furniture, equipment and technology shall always be conducted utilizing an open and transparent public process.

Members of the Board or employees of the Board may purchase surplus and obsolete materials, furniture, equipment and technology providing such sale is in accordance with regulations established by the Board and is conducted utilizing an open and transparent public process.

The Purchasing Services Department will be responsible for the disposal of all Board surplus or obsolete materials, furniture and equipment. The Information, Communications and Technology Department will be responsible to ensure that the disposal of all Board surplus or obsolete technology is completed in a manner that will protect corporate data and comply with environmental legislation.

Administrative regulation [BA-5.2.1, Disposal of Surplus or Obsolete Materials, Furniture, Equipment and Technology](#), will be maintained that reflect the philosophy of this policy.

Established: November 5, 1998 Reviewed/Revised: November 2004
February 23, 2012
October 27, 2016
October 14, 2020
February 23, 2021