



**POLICY:**  
**SUBJECT:**

**DN**  
**DISPOSAL OF**  
**EQUIPMENT, PRINT**  
**MATERIAL AND**  
**SUPPLIES**

**APPROVAL DATE:**  
**REVISION DATE:**  
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## 1. GENERAL

The disposal of equipment, print material and supplies for The Winnipeg School Division shall be carried out under the authority and responsibility of the Secretary-Treasurer of the Division as directed by the Chief Superintendent and shall be subject to the policy on disposal of equipment, print material and supplies, as well as the requirements of the Public Schools Act. The disposal of all items shall be held in an environmentally responsible manner.

## 2. DEFINITIONS

- (a) Disposal - The physical removal of surplus, obsolete and/or irreparable equipment, print materials and/or supplies from the inventory records of a School or Department by transfer, sale, donation or destruction.
- (b) Surplus Equipment, Print Material and Supplies - Equipment, print material or supplies (not including land and fixed buildings) which is obsolete, uneconomical to repair, or in excess of forecasted requirements.
- (c) Stores Material Inventory - Item(s) of equipment, print material or supplies carried in central storage to meet anticipated demands of Schools/Departments.
- (d) Moveable Equipment Inventory - A detailed record of moveable equipment that has been purchased by the Division for the use of Schools/Departments.
- (e) Other Equipment, Print Material and Supplies - Those items of equipment, print material and supplies not controlled by a type of formal inventory system.

## 3. IDENTIFICATION OF SURPLUS EQUIPMENT, PRINT MATERIAL AND SUPPLIES

- 3.1 Stores Material Inventory - Inventory shall be reviewed not less than twice per year by administrative personnel to ensure the accuracy of the inventory and that material is not being held in excess of requirements.
- 3.2 Moveable Equipment Inventory - All Schools/Departments shall be required to verify inventory records not less than once a year and advise the Secretary-Treasurer's Department of the results of the verification.
- 3.3 Other Equipment, Print Material and Supplies - Equipment, Print Materials and Supplies located in each School/Department (cleaning supplies, stationery, books, educational learning aids, small tools, etc.) not controlled by a type of formal inventory system shall be reviewed by the School/Department annually to determine whether or not items are being held in excess of requirements.

## 4. DISPOSAL OF EQUIPMENT AND MATERIAL

- 4.1 Identification of Surplus Equipment, Print Material and Supplies - Schools/Departments shall report to the Secretary-Treasurer, annually any equipment, print material and/or supplies that are surplus to their needs.



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4.2 The Secretary-Treasurer shall:

- (a) arrange pick up from Schools/Departments where possible and economical, all items declared surplus.
- (b) with assistance from Division personnel or outside consultants, determine which items are:
  - i) reassign able within the Division,
  - ii) of parts value use,
  - iii) of practical and economical value for sale to the public,
  - iv) of scrap value,
- (c) redistribute reassign able items;
- (d) turn over to the proper personnel, those items deemed to have parts value;
- (e) arrange a public sale where practical and economical for those items deemed to be of no further use to the Division
- (f) offer to non-profit organizations and/or members of the community, any items not usable or saleable;
- (g) dispose of in the most environmentally responsible, economical manner, those items deemed as having no further use to the Division and declared to be scrap.