



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation

### 7010.1 - Equipment - Disposal of Obsolete or Unserviceable Equipment, Furniture and Books

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#### Classification of obsolete items

- 1** The Superintendent of Corporate Services or designate has the authority
- (a) to classify items of Calgary Board of Education equipment, furniture and books as obsolete and/or unserviceable when in the opinion of the Superintendent of Corporate Services or designate the items can no longer be kept in service without excessive repair costs, or changing conditions or programs make them unsuitable for further use; and
  - (b) to make arrangements for the disposal of obsolete or unserviceable items.

#### Authority for disposal of obsolete items

- 2(1)** The Superintendent of Corporate Services or designate are the only Calgary Board of Education designated individuals who have the authority to conduct or authorize disposal of obsolete or unserviceable Calgary Board of Education items.
- (2)** No Calgary Board of Education owned material or equipment may be directly sold or disposed of by any service unit, department or school because
- (a) all goods that are purchased or received as donations by a school, program or service unit are the legal property or responsibility of the Calgary Board of Education; and
  - (b) the authority to dispose of these items is vested in the Superintendent of Corporate Services or designate.

<b>Removal of obsolete, surplus or unserviceable items</b>	<b>3</b>	The procedures for requesting the removal of obsolete, surplus or unserviceable material, furniture and equipment are contained in the Materials Management Handbook.
<b>Disposal of books</b>	<b>4</b>	Books classified as obsolete/unserviceable shall be disposed of only after all possible uses thereof within the system have been exhausted. Such books may be donated to charitable organizations or disposed of through recyclers to the maximum extent possible.
<b>Disposal of equipment and furniture by sales, public auction or tender</b>	<b>5</b>	Equipment and furniture classified as obsolete or unserviceable shall be disposed of in as efficient, practical and environmentally friendly manner as possible. Ordinarily, sales will be by public auction or tender where practicable, but, in any case, so as to secure the maximum net return to the Board.
<b>Disposal by donation</b>	<b>6</b>	The Superintendent of Corporate Services or designate may authorize the disposal of material, equipment, and furniture by donation when it is in the public interest or in the interest of the Calgary Board of Education to do so.
<b>Revenues</b>	<b>7</b>	Revenues generated from the sale or disposal or Calgary Board of Education property must be returned to the Capital Reserve Account for reallocation.

<b>Approved:</b>	May 27, 1963
<b>1<sup>st</sup> Amendment:</b>	May 18, 1976
<b>Renumbered:</b>	April 12, 1977
<b>Re-issued:</b>	February 15, 2003
<b>2<sup>nd</sup> Amendment:</b>	May 22, 2007

**References**

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| <b>Governance Policy References:</b>         | <ul style="list-style-type: none"> <li>• Executive Limitations, EL-12: Asset Protection</li> </ul> |
| <b>Administrative Regulation References:</b> | <ul style="list-style-type: none"> <li>• 7001 - Purchase of Goods and Services</li> </ul>          |
| <b>CBE References:</b>                       | <ul style="list-style-type: none"> <li>• Materials Management Handbook</li> </ul>                  |
| <b>Contact Person:</b>                       | <ul style="list-style-type: none"> <li>• Manager, Warehousing Services</li> </ul>                  |