

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revised Date	Pages
No.526 Surplus Equipment	March 13, 1996	June 2, 2009	2

It is the Policy of the Tri-County Regional Centre for Education to implement procedures for making furniture and equipment including vehicles which are surplus to the needs of one part of the system available to other parts. The Tri-County Regional Centre for Education authorizes the disposal of surplus items on a yearly basis.

PROCEDURE Under Policy 526

1. By April 30 of each year, the administrators of each building shall review the furniture and equipment within their charge and identify which items are or will become surplus to their requirements by the end of the current school year and prepare a listing of the same indicating the following:
 - a) general description of item;
 - b) make and serial number if appropriate;
 - c) condition of item (serviceable, unserviceable, unknown)
 - d) number of item.
2. These lists shall be sent to the Director of Programs and Student Services or designate who shall circulate them to all buildings in the district to identify any items that may be of value to another program.
3. By April 30th of each year the Coordinator of Transportation shall identify all Tri-County Regional Centre for Education owned vehicles (except buses) that shall become surplus by the end of the school year. The Coordinator of Transportation shall prepare a list of the vehicles indicating the following:
 - a) make and model of the vehicle
 - b) year of the vehicleBuses shall become surplus as per operational requirements allow.
4. This list shall be sent to the Director of Operations or designate who shall circulate it to all departments to identify any vehicle that may be of value to another department.
5. Items which cannot be used or are not needed elsewhere in the system, shall be certified as disposable by the Director of Programs & Student Services, Director of Operations or designate.



<p>PROCEDURE Under Policy 526 Cont'd</p>

6. A list of items so certified by the Directors” or their designate shall be disposed of by individual tender, auction or by way of Tri-County Regional Centre for Education donation to groups.
7. Items so certified which are not sold shall be disposed of at the direction of the appropriate Director or designate.
8. Proceeds from sales shall be recorded in the appropriate accounts of the Tri-County Regional Centre for Education.