



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

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

**APPROVAL DATE:**  
**REVISION DATE:**  
**PAGE:**

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May 5, 1992  
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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.

## 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Print Material and Supplies - Equipment, print material or supplies (not including land and fixed buildings) which is obsolete, uneconomical to repair, or in excess of forecasted requirements.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.
- 4.2 The Secretary-Treasurer shall:
  - (a) arrange pick up from Schools/Departments where possible and economical, all items declared surplus and deliver to a central storage area;
  - (b) with assistance from Division personnel or outside consultants, determine which items are:
    - i) reassignable 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 reassignable 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;



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- (f) offer to non-profit charities, any items not usable or saleable;
- (g) dispose of in the most economical manner, those items deemed as having no further use to the Division and declared to be scrap.



**ADMINISTRATIVE RULE/  
PROCEDURES - DN-R  
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**1. GENERAL**

The procedures for the disposal of equipment, print material and supplies are the responsibility of the Secretary-Treasurer.

**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, and/or Supplies that have been identified as suitable for recycling within the Division.
- (c) Discard Equipment, Print Material and Supplies - The physical removal of equipment, print material and supplies from a school or department which has been identified as obsolete, irreparable and/or scrap material.
- (d) Pending Discard - No Pickup - The removal of obsolete, irreparable and/or scrap equipment from the inventory records of a school or department.

**3. DISPOSAL PROCEDURES - EQUIPMENT**

3.1 The objectives of these procedures are to:

- (a) reduce costs of disposing of surplus equipment and furnishings from schools and other buildings;
- (b) generate revenue from the disposal where practical;
- (c) provide for the timely removal and disposal of surplus, obsolete scrap items;
- (d) ensure safety and compliance with applicable codes;

3.2 Schools/Department shall record the equipment identified as being surplus using the appropriate category in the NetForce equipment inventory system.

3.3 With the assistance from designated Division personnel each item identified as surplus will be assessed to determine whether it:

- (a) can be reassigned within the Division (recycled);
- (b) has parts value only;
- (c) is of no further use to the Division (discard);
- (d) has scrap value.

3.4 A list of those items deemed able to be recyclable will be circulated to schools through the Administrative Bulletin or from the NetForce Inventory System and made available to schools on a first-come, first-serve basis for 90 days.

3.5 Those items deemed as having parts value will be identified and the appropriate personnel will reclaim those parts that are useable.

3.6 The music consultant will identify music instruments that are beyond repair but have useable parts. Those identified music instruments shall be sent to a designated vendor(s) to be credited against the cost incurred for repairing instruments. In the event that instruments have no useable parts, the process for disposal of equipment would be followed.

3.7 Where practical and economical those items deemed as being of no further use to the Division but have a practical sale value, may be sold directly by the School through a sealed bid process. Proceeds realized by the sale by the school shall be forwarded to the Secretary-Treasurer with a complete accounting for the sale. These funds will be credited to the school budget.



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- 3.8 Those items deemed as being of no practical sale value and of no further use by the Division may be offered to any non-profit charity and/or members of the parent community:
- (a) The Secretary-Treasurer's Department will contact non-profit groups/organizations to view the remaining surplus items at each school/site.
  - (b) School/site staff will organize the surplus items in an orderly fashion to facilitate viewing by non-profit group(s)/organization(s).
  - (c) Removal of the donated items from the school/site would be the responsibility of the non-profit group(s)/organization(s) in accordance with a mutually agreed to schedule with the school/site.
  - (d) School/site staff would provide the Secretary-Treasurer with a listing of all items being donated to non-profit groups/organizations and/or parents.
- 3.9 Prior to the sale or discard the principal/facility manager must ensure that all Division files have been erased from the computer equipment and that as far as possible identification tags removed from all discarded equipment.
- 3.10 Those items not disposed of in any other manner, will be discarded. Schools/Departments shall record those items to be discarded as "pending discard - pickup" within the NetForce moveable equipment inventory system. The Senior Buyer will coordinate the pick-up and disposal within a reasonable length of time.
- 4. DISPOSAL PROCEDURES - PRINT MATERIALS/SUPPLIES**  
To the greatest extent possible surplus print material and/or supplies should be reassigned within the Division.
- 4.1 Those items deemed as being of no practical sale value and of no further use by the Division may be offered to any non-profit charity and/or members of the parent community:
- (a) The Secretary-Treasurer's Department will contact non-profit groups/organizations to view the remaining surplus items at each school/site.
  - (b) School/site staff will organize the surplus items in an orderly fashion to facilitate viewing by non-profit group(s)/organization(s).
  - (c) Removal of the donated items from the school/site would be the responsibility of the non-profit group(s)/organization(s) in accordance with a mutually agreed to schedule with the school/site.
  - (d) School/site staff would provide the Secretary-Treasurer with a listing of all items being donated to non-profit groups/organizations and/or parents.
- 4.2 Those items not reassigned are to be recycled in the most environmentally friendly manner possible.