



POLICY 3270

ACQUISITION AND DISPOSAL OF PROPERTY

POLICY

The Board of Education believes that every effort should be made, prior to acquiring an asset, to consider the environmental impacts of the purchase including the environmental impact of disposing of the asset when it comes to the end of its life cycle. The Board also believes that where an asset of School District No. 6 (Rocky Mountain) has been designated as surplus, every effort should be made to dispose of that asset in such a manner that the maximum financial benefit accrues to the School District. The Board of Education, therefore, requires that, where such an asset is deemed to have a market value in excess of \$100.00, it shall be offered for sale to the general public.

However, the Board reserves the right to dispose of an asset by donation, or by any other means it deems appropriate.

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REGULATIONS

1. Authority to dispose of surplus assets is delegated to the employee who has been assigned authority to make purchasing decisions of such assets.
2. The proceeds from the sale of such assets shall be applied to the budget from which similar purchases would be made.
3. Before an asset is sold to the public, it should be offered for sale to other schools or District departments, then to Parent Advisory Councils.
4. The disposal of assets valued at less than \$1,000.00 should be advertised in the school's newsletter or, when appropriate, in the local newspaper.
5. The disposal of all surplus assets which are valued at more than \$1,000.00 requires the authorization of the Secretary Treasurer who will establish the process for disposal, which shall be consistent with the intent of this policy and the *School Act*.