

Background/Purpose

Surplus items accumulate in RVS facilities over time. Surplus may include, but is not limited to, obsolete or no longer required furniture and equipment. All surplus items are to be disposed of in a safe, cost-effective manner as determined by the Supply Management department.

Procedure

1. All furniture and equipment, whether purchased or accepted as an authorized donation is the property of RVS. Furniture and Equipment that is deemed surplus, will be sold, transferred, or disposed of by RVS as described below.
2. The Supply Management Department has the delegated authority to determine the appropriate method of disposal of Surplus Furniture and Equipment.
3. If the item of furniture and equipment for disposal falls into the Fixed Asset Category, subject to AP-D1 (b) Fixed Assets, it must be removed from inventory listings for accounting purposes.
4. Prior to a disposal being authorized, it is the responsibility of the facility supervisor or administrator to request a disposal authorization through Asset Planner or on a P002 Form providing the following information:
 - 4.1. Along with a photo of the surplus furniture and equipment, a description with details including make, model, serial number, age, quantity, or other details that will facilitate the efficient handling of the surplus items.
 - 4.2. Reason(s) for requesting the disposal.
 - 4.3. Form P002 Furnishings/Equipment Disposition Form
5. Upon receiving a Furnishings/Equipment Disposition Form or Request through Asset Planner, the Supply Management department will determine the appropriateness, timing, and the manner of transport for the pickup, removal, transfer, or disposal of surplus furniture and equipment.
6. As determined by the Supply Management Department, surplus furniture and equipment no longer required or to be used by school division facilities may be made publically available for sale, unless cost prohibitive to do so.
 - 6.1. The recovery of any salvage funds as a result of sale, disposal or transfer will be allocated to RVS general revenues only.

Resources:

- AP5212 Fixed Assets
- AP5214 Non-Monetary Donations of Fixed Assets