



Surplus Assets

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Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

This administrative procedure provides staff with information on the process to be followed when disposing of surplus assets within the Waterloo Catholic District School Board (WCDSB or Board).

REFERENCES:

- N/A

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

Disposal Procedures

A surplus asset is property that is no longer in use and for which there is no further plan for use. It includes all equipment, materials, supplies, and furniture. This AP does not outline procedures for the disposition of surplus land and buildings.

Board property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the Manager of Supply Services or designate. Items may not be removed by staff for personal use or be donated or sold outside of the process outlined below.

Operating Procedures

Effective asset management encourages offering surplus items to others within the WCDSB community. This limits liability and costs associated with disposal and provides continued use of the property by staff or students. When



a school or department seeks to declare property as surplus, the school or department should e-mail purchasing@wcdsb.ca with details. Purchasing will provide advice and determine proper disposal procedures.

The disposal of religious artefacts, rosaries, and bibles requires special care and attention. Please review the article at <https://catholicdos.org/disposal-of-religious-items> for further information. Contact purchasing@wcdsb.ca when the disposal of religious items is required.

The following methods may be considered and initiated by the Supply Services department for the disposal of surplus property:

- **Transfer:** Priority is given offering surplus property to other schools/departments. Delivery and set up fees where applicable would be covered by the receiving school/department.
- **Trade or Exchange:** If the item is deemed to have market value, it can be traded or exchanged with Board suppliers in accordance with the Board purchasing policy.
- **Public Sale:** If the item is deemed to have market value, it will be sold utilizing an online auction site such as <http://www.govdeals.ca>. All funds collected from the sale of surplus items will be deposited into a general revenue account. Collected funds may be returned to budget holders at the discretion of the Manager of Supply Services. Staff members are welcome to bid on items that are posted to online auction sites if they wish to purchase WCDSB surplus assets.
- **Donation:** Items that cannot be reused internally or sold may be donated as a last resort. If the surplus item was purchased for a specific student it may be donated to the family upon written approval from the Manager of Supply Services or designate. Other items may be donated to charitable organizations or needy families upon the approval by the Manager of Supply Services.

Technology

All Board computers and computer related items, phones, and cell phones require Information Technology's (IT's) approval prior to being declared as surplus. IT will work with Supply Services to determine the best disposal method on an item-by-item basis.