



Rolling River School Division

ADMINISTRATIVE PROCEDURE

EFAA – SURPLUS GOODS - EQUIPMENT

The Rolling River School Division supports the sale of goods and equipment surplus to the need of the Division in a manner that reasonably allows access to the public to purchase surplus goods. The Secretary-Treasurer is authorized to approve the sale of goods and the process for the sale of goods. Goods in usable condition will first be considered for redistribution to:

1. other schools / departments in the School Division.
2. other Manitoba School Divisions or public - sector organizations.
3. non-profit community groups.
4. advertised locally through a publicly advertised sale or tender process.

When computer technology (e.g. laptops, iPad, desk top computers) is being replaced devices that are scheduled for disposal, (not scheduled for refurbishment or reallocation to other uses in the division), may be purchased for a minimal fee to be determined by the Secretary-Treasurer.by:

1. the employee to whom the equipment is assigned.
2. other Rolling River School Division employees.
3. other Manitoba School Divisions or public - sector organizations.
4. non-profit community groups.

The School Principal will be approved to hold a local sale of goods and equipment surplus to the needs of the school under the direction of the Secretary-Treasurer and subject to the procedures outlined in regulation.

The Secretary-Treasurer will be approved to donate surplus goods to local charities or non-profit organizations in lieu of holding a public sale.

All surplus goods not sold through a publicly advertised sale will be approved for donation or disposal.

The Division approves a School Principal / Department Supervisor to hold a local sale of equipment and goods surplus to the needs of the school based on the following procedure:

1. The sale is advertised locally prior to the event (e.g.: in the local paper, school newsletter, posters at local stores, post office, RRSD and School Website, etc).
2. All surplus goods proposed for sale are inventoried on a “ROLLING RIVER SCHOOL DIVISION INVENTORY - SCHOOL BASED SALE OF DIVISIONAL GOODS” form that is submitted to the Secretary-Treasurer a minimum of two (2) weeks prior to the sale. The Secretary-Treasurer must approve the sale of the



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INVENTORY – SCHOOL-BASED SALE OF DIVISION GOODS

goods listed and will consult with the Coordinator of Instruction, Curriculum, and Technology consult with the Coordinator of Instruction, Curriculum, and Technology regarding approval of the sale of computer equipment and the Maintenance Supervisor regarding the sale of furnishings. A revised list of goods approved for sale will be returned to the school prior to the sale.

3. The list of approved goods for sale will be distributed to other schools in the Division and if another school wants any of the goods for sale, the goods will be available at no charge for pick-up from the school on a first come first served basis prior to the sale date. Schools may make arrangement for pick-up and delivery of larger items by the Maintenance Department (Work Order - moving request)
4. Sales of all goods will be recorded on the “ROLLING RIVER SCHOOL DIVISION INVENTORY - SCHOOL BASED SALE OF DIVISIONAL GOODS” form with the selling price listed under the appropriate method of payment.
5. All proceeds from the sale will be balanced to the completed “ROLLING RIVER SCHOOL DIVISION INVENTORY - SCHOOL BASED SALE OF DIVISIONAL GOODS” with the total of cheques received balanced to the total of the cheques column and the total of cash received balanced to the total of the cash column
6. All proceeds from the sale will be submitted with the completed “ROLLING RIVER SCHOOL DIVISION INVENTORY - SCHOOL BASED SALE OF DIVISIONAL GOODS” forms to the Secretary-Treasurer within one week of the sale. Proceeds of the sale will be credited to the School Instructional Budget General Account.
7. All surplus goods not sold at the sale will be approved for donation or disposal.

Date Adopted: November 3, 2010

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Date Reaffirmed: January 16, 2019

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