



## Acquisition, Inventory and Disposal of Property - Furnishings and Equipment

### Background

KTCEA believes that schools and administrative locations require proper equipment and furnishings in order to provide excellent educational programs for students.

### Guidelines

Staff will adhere to these administrative procedures when acquiring furnishings or other goods, and ensure that the terms of the Disposition of Property Regulation are met when disposition of property and KTCEA assets.

#	Procedure	Roles & Responsibilities
1.	Real property or other items donated to KTCEA or its programs is considered the property of KTCEA.	Superintendent
2.	Each year, Principals, Directors and Site Managers will: <ul style="list-style-type: none"> <li>2.1 review the furnishings and equipment in their locations and determine whether any items are obsolete and surplus to need,</li> <li>2.2 prepare a list of items that are deemed surplus but still have residual value, and submit the list along with a request to the Finance Director for approval to dispose of them.</li> </ul>	Principals, Associate Superintendents, Site Managers, Finance Director
3.	The Finance Director, or designate, will notify other locations of any surplus items. <ul style="list-style-type: none"> <li>3.1 Another school or location may claim an item at no cost other than possible delivery services if required.</li> <li>3.2 If after 30 days notice no other school or location claims the item, the Finance Director may approve disposal of the item.</li> </ul>	Principals, Associate Superintendents, Site Managers, Finance Director
4.	Each year, Principals, Associate Superintendents, and Site Managers will register and record all digital technology and communications related items within an inventory management system as determined by the Corporate Services, Information and Technology Branch.	Principals, Associate Superintendents, Site Managers, Finance Director
5.	Each year, Principals, Associate Superintendents, and Site Managers will make a digital graphic recording of all furnishings and equipment other than technology related assets, and will	Principals, Associate Superintendents, Site Managers, Finance

	forward the recording to the Finance Director. The recording need not include teaching resources and office supplies.	Director
6.	Real property will be disposed of in accordance with the Disposition of Property Regulation. All other surplus furnishings and equipment will be disposed of by sale or public auction, the proceeds of which will be deposited by the Finance Director in the appropriate account. Any surplus item acquired by staff must be approved by the Finance Director.	Principals, Associate Superintendents, Site Managers, Finance Director

**Definitions:**

Not Applicable

**References:**

- Disposition of Property Regulation
- KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.