



Living Sky School Division No. 202

Procedure Type: Business Administration

Procedure Number: 7.03

Procedure Title: Inventory Management

Legal Reference:

Approval Date: February 25, 2009

Revision Date: July 6, 2015

Background

The Board of Education is required by *The Education Act, 1995* to prepare and regularly maintain an inventory of its assets sufficient for the purposes of property control and financial planning. Such planning includes consideration for placing insurance, replacing damaged equipment, and the disposal of property.

Procedures

1. Inventory

- a. The superintendent of business is responsible for developing procedures for maintaining inventories.
- b. The inventory is to be updated annually, as required by the insurance company, using an independent appraisal source.

2. Replacement and Repair

- a. The superintendent of business is to provide direction and procedures for the replacement and repair of school property.
- b. Procedures for the replacement and repair of school property incurred by careless or willful acts are to be in accordance with *9.05 Break-in Theft Vandalism*.

3. Disposal of Property

- a. Property or material that has no further value to the school division is to be disposed of in a manner that provides maximum benefit to the division.
- b. The superintendent of business, in consultation with the appropriate superintendent, manager, or principal, will determine what is surplus, obsolete, and worn-out property.



- c. The superintendent of business may use the following methods to dispose of school property other than lands and buildings:
- i. *Public Auction*
An auction is to be used when a sizable accumulation of surplus property is available.
 - ii. *Tenders*
Competitive bidding is to be used when the quantity, type, or location of the surplus supplies will not encourage attendance at a sale:
Procedures:
 - The school division advertises the sale of property and requests sealed bids.
 - Property is offered for sale “as is” and “where is”.
 - The division makes no warranty
 - Property is available for inspection
 - Any expense involved in picking up of the properties is borne by the successful bidder.
 - The division reserves the right to reject any or all quotations.
 - Bids may be required to be accompanied by a deposit.
 - Property is awarded to the highest bidder.
 - iii. *Trade-In*
Surplus equipment may be traded in if the trade-in value is expected to exceed the value estimated to be obtained in a sale.
 - iv. *Salvage or Disposal*
If the property is of insufficient value to defray the costs of sale, it may be disposed of by selling for salvage value. Property may be disposed of if it has no material value.
- d. Proceeds from sales will be credited to the general funds of the school division.
- e. Disposal of lands and buildings is a responsibility of the Board of Education. The Board may direct the Director of Education to lease, sell, transfer, or exchange any of its lands or buildings subject to the provisions of *The Education Act, 1995*.