



Policy Code – Version: F5 – V1	
Policy Name: Disposal of Furniture and Equipment (General)	
Approved by motion of Board on	18/10/2010
Cross Reference	
F1 - Acquisition of and Disposal of Technology Assets	
Related Forms	

Policy Statement

Surplus or obsolete furniture and equipment shall be disposed of in the most efficient manner, in accordance with procedures established by the Ottawa Student Transportation Authority.

Procedure

1. **Definition:** For the purposes of this policy, furniture and equipment is defined as furniture and equipment items which have:
 - a) An estimated useful life of more than three (3) years; and
 - b) A per unit cost, which exceeds \$500.
2. **Responsibility:** The responsibility for disposing of equipment deemed surplus lies with the General Manager. The General Manager, in consultation with the Board of Directors, shall have the authority to sell, auction, exchange, or trade-in those goods declared surplus to the Ottawa Student Transportation Authority's office needs.
3. The General Manager shall determine if furniture and/or equipment belonging to the Ottawa Student Transportation Authority is surplus to their particular use.
4. Furniture and equipment owned by member school boards of the Ottawa Student Transportation Authority that is deemed to be surplus, shall be returned to the member Board.
5. **Offering of Surplus Furniture and Equipment:** Furniture and equipment identified as surplus to the needs or requirements of the Ottawa Student

Transportation Authority will be offered first to member school boards, in keeping with the spirit of member board disposal policies, by means of electronic message.

If, after a minimum of 15 days, such surplus furniture or equipment is not claimed by member school boards, the General Manager shall proceed with disposal of the item(s) as outlined at Administrative Procedure 6.

6. Disposal of Surplus Items: Where items have been declared surplus and are determined by the General Manager to have little or no value to the Ottawa Student Transportation Authority, the General Manager shall have such items declared surplus.

Surplus or obsolete furniture and equipment will be disposed of by any of the following methods, with re-use and recycling given preference over landfill at all times:

- Trade-in on purchase of new equipment;
- Receipt of offers (quotations);
- Sale for scrap value;
- Discard;
- Donation to an educational, charitable, or community agency; or
- Conversion to salvage for component parts.

All revenue from the sale or disposal of assets or materials shall be credited to the Ottawa Student Transportation Authority.

7. Purchase of Surplus: Surplus assets for personal use only can only be acquired when sold at public auction or sealed tender.