

## **POLICY #5310**

### **SURPLUS FURNITURE & EQUIPMENT**

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#### **1. INTENT**

- 1.1. The Surrey Board of Education intends that the use available furniture and equipment should be optimized for the benefit of the district as a whole.
- 1.2. The board intends that when furniture and equipment become surplus to the needs of the district, the maximum value should be realized through trade-in, sale or auction.

#### **2. PRINCIPLES**

- 2.1. The acquisition of “standard” furniture and equipment, as delineated in board [Policy #4600 – Purchasing Goods and Services](#), is preferred in order to create greater flexibility in use over the product’s life cycle.
- 2.2. Furniture and equipment in portable classrooms are deemed to associate with that portable when it is moved. If a school wishes to retain the furniture and equipment in a portable which is being moved, the goods must be acquired through an internal purchase.
- 2.3. When the enrolment of a school is reduced as the result of transferring students to a new school, surplus equipment and furniture at the reduced size school are to be offered to the new school at no cost.
- 2.4. Where furniture and equipment are replaced by the district, the replaced equipment will be returned to the district for redeployment or disposal as appropriate.
- 2.5. District initiated transfers of district-paid furniture and equipment should occur in order to optimize the utility of available resources in the district as a whole.
- 2.6. When a school has furniture and equipment which is surplus to its needs, other than as a result of the foregoing, the school is encouraged to transfer goods without charge, to another school in the district which needs the goods.
- 2.7. Dispositions of surplus furniture and equipment are to occur only where there is no longer a need or the goods have reached the end of their life cycle for the school district purposes.

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- 2.8. The method by which surplus furniture and equipment are disposed of should maximize value realized and minimize administrative costs of affecting the disposition.
- 2.9. Proceeds of disposition are to be accounted for in a manner which facilitates the district's purchase of like categories of furniture and equipment.
- 2.10. Surplus furniture and equipment may not be directly sold to school district staff.

**3. AUTHORITY**

- 3.1. The board authorizes the secretary-treasurer or designee to accept or decline equipment donation proposals.

*Revised:* 1999-11-04  
*Approved:* 1986-05-29

*XRef:* Policy [#4600](#)  
Reg. [#6700.2](#)