

Council and school purchases are primarily made with public moneys and therefore the South Slave Divisional Education Council is accountable for the effective use and maintenance of those resources. The GNWT insurance company has informed that only those items listed on an official inventory will be covered in case of fire or loss.

Furniture and equipment purchased by the Council and its schools are to be used carefully as intended for educational purposes.

An inventory will be maintained on all furniture and equipment in the Council office and the schools that has a useful life of more than one year and/or is worth more than \$100. All such office and classroom furniture and equipment is to be placed on inventory immediately on delivery to the Council office or school.

When furniture and equipment becomes unserviceable or is no longer required, proper procedures must be used to ensure formal and defensible disposal.

REGULATIONS

All inventories are to be kept in accordance with the format and software approved by the Superintendent for that purpose:

- 1) Inventoried items will be labelled with special pre-numbered labels marked "Property of South Slave Divisional Education Council"
- 2) All inventories will be maintained electronically and in printed format. A copy of each electronic file and printed copy will be filed by the Comptroller.
- 3) The inventory data will be maintained in such a way that inventory reports are available by education district, school, Council office, or item.
- 4) All items on inventory will be recorded by make and model, name or description, serial number, label number, date acquired, value (original or replacement cost), and location.
- 5) Completed inventories will be submitted to the Council office by school principals at the end of each school year.
- 6) The Superintendent or Assistant Superintendent may order a routine check of an inventory at any time.

The local District Education Authorities (DEAs) may, when furniture and equipment becomes unserviceable or is no longer required, dispose of such goods by sale, trade-in, scrap, transfer to other school or GNWT, or donate to non-profit organization, and any monies realized from such disposal will be retained by the local DEA:

- 1) Prior to disposing of surplus materials from a particular school, all other South Slave schools shall be advised of the availability of such surplus materials and they shall have the opportunity to acquire, at no cost other than freight, the items declared as surplus.
- 2) Items disposed of will be deleted, and items moved to a new location will be transferred to the appropriate inventory. Such transfers from one school to another require the approval of the respective school principals. Missing inventory items should be reported to the principal or Comptroller as soon as they are discovered.
- 3) Preference will be given to the following in the case of sale or release of surplus assets:
 - a) Non-profit organizations within the territory of the Education Division with objectives of a social, educational, or cultural nature, or which contribute to the economic well-being of communities, or have the formal support of local community councils and/or regional councils.
 - b) Northern resident bidders.

Legal Reference:

Education Act – Section 117, 118, 119

Financial Administration Act – Section 61, 65

DATE: January 1992
Amended: April 2003
June 2007
June 2016
Notes: Replaces former Disposal Policy FDBBA