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## **POLICY SECTION 415: DISPOSAL OF BOARD PROPERTY**

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### **POLICY**

The Ahkwesahsne Mohawk Board of Education realizes that the equipment and materials belonging to the Board may become surplus or obsolete. Such items shall be disposed of in accordance with regulations established by the Board.

### **GUIDELINES**

1. The Board authorizes the Director of Education to dispose of surplus or obsolete equipment and materials valued at less than two hundred and fifty dollars (\$250.00). Disposal of items of a greater value should be approved by the Board.
2. Disposal of items shall be by community auction or community notice. The time, date and location of such auction, or the particulars of the community notice, shall be advertised and/or posted at least twice.
3. Proceeds from the sale of items in (1) above shall be directed as follows:
  - a) Monies realized through the sale of items originally purchased through the Board office accounts will be credited to the general revenue of the Board.
  - b) Monies realized through the sale of items originally purchased through specific school or program accounts will generally be credited to the appropriate school or program account.
4. Requests for the disposal of equipment and supplies shall be forwarded to the Director of Education.
5. The Director of Education will determine the disposal of non-saleable items.
6. The Director of Education shall ensure that accurate records are kept of all disposals.
7. The inventory list of the Board should be amended to reflect all disposals