

Code D: Business Administration

POLICY TITLE AND CODE

DISPOSAL OF PROPERTY

DIB

STATEMENT OF POLICY

Greater Saskatoon Catholic Schools may dispose of its surplus lands, buildings, and goods.

RATIONALE

Greater Saskatoon Catholic Schools is permitted under *The Education Act* to dispose of and to grant easement over any of the real property of the school division.

AUTHORITY

➤ *The Education Act*, Sections 87(1) (l) and 347

GUIDELINES

1. The Superintendent of Administrative Services Division shall be responsible for the disposal of all surplus property of Greater Saskatoon Catholic Schools.
2. If it is determined that property is of insufficient value to defray the costs of a sale, it may be sold for salvage value or, if it is determined to have no material value, the property may be disposed of.
3. Surplus equipment may be traded in if the trade-in value is expected to exceed the value estimated to be obtained from a sale.
4. Proceeds from the sale of surplus property shall be credited to the operating fund of Greater Saskatoon Catholic Schools.

PROCEDURES

1. The Superintendent of the Administrative Services Division and the building principal shall determine which property is surplus, obsolete, or in disrepair.

2. When a sizeable accumulation of surplus property is available for sale, the Superintendent of Administrative Services Division shall select an auctioneer and the property shall be offered for public sale to the highest bidder.
3. Competitive bidding may be used when the quantity, type, or location of the surplus property does not encourage attendance at an auction. In these instances:
 - 3.1 Greater Saskatoon Catholic Schools shall advertise the sale of property and invite sealed bids;
 - 3.2 Greater Saskatoon Catholic Schools shall confirm the property is 'as is' and 'where is' and has no warranty;
 - 3.3 The property shall be available for inspection;
 - 3.4 Greater Saskatoon Catholic Schools shall reserve the right to reject any or all bids;
 - 3.5 Greater Saskatoon Catholic Schools may specify that bids be accompanied with a deposit;
 - 3.6 The property shall be awarded to the highest bidder; and
 - 3.7 The successful bidder shall be responsible to remove the property from the site.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To practice stewardship with respect for all of God's creation

FORMS

DATE APPROVED

May 29, 1995

DATES AMENDED

February 2004