

PROPERTY - APPRAISING AND DISPOSAL

DIDA

Autopac

DIDB

Bus insurance and registration renewals shall be purchased from Autopac agents throughout the school division on an annual rotation.

Donations, Purchases, Projects by “Non-School” Groups or Individuals DIDC

Permission of the Board is required for all activities/projects that require significant acquisition or alteration of facilities.

30 Apr 79; Rev 9 Apr 84(172); Rev 8 Apr 97 (180) Rev Dec/05

School Properties - Disposal Procedure

DIDD

Capital materials/equipment shall be disposed of by a resolution of the Board.

The Board shall determine, after receiving recommendations from its committees or administration, whether the material involved has saleable value, and shall instruct the secretary treasurer to arrange for the sale of the material. If the material does not have saleable value, its proper disposal shall be determined by the Board.

Inventoried materials which have been determined as no longer functional shall be approved for disposal by the school principal.

In all instances records of disposal shall be maintained, whether the disposal occurs at an individual school or office, or in a central storage facility.

3 Aug 76(9); Rev 15 Oct 85

PURCHASING

DJB

Purchase of items, or services with a cost in excess of \$50 shall be done with a purchase order.

Rev 14 June 94(249); Rev 8 Apr 97(180) Rev Dec/05

Requests for reimbursement of purchases under 50.00 shall be accompanied by an original cash or charge receipt.

Tendering Policy

DJBA

All major equipment/service shall be tendered according to division procedures.