



Background

Furniture and equipment, including technology, may be declared surplus to the needs of the Calgary Girls Charter School. Surplus items may be sold, or donated to a not-for-profit public entity or charity, or appropriately disposed of as waste. The best interests of the Calgary Girls Charter School will be paramount in determining whether to sell, donate, or write-off surplus goods. All surplus goods are sold “as is” and the full amount owing is due at the time of purchase.

Procedures

1. Disposal of Surplus Goods (excluding technology):
 - 1.1. The Principal completes form AF519 and forwards to the Secretary-Treasurer.
 - 1.2. The Secretary-Treasurer determines whether to sell, donate or otherwise dispose of surplus goods and ensures that proper records and receipts are maintained in managing the reduction of surplus inventory.
 - 1.3. Items with an estimated value of less than \$200 will be posted to the school website so that members of the school community can purchase at the advertised price or make an offer within a specified time. An item is sold to the first buyer willing to purchase at the advertised price, or the school will accept the best offer received. If there is no interest from the school community, the surplus goods will be donated to a suitable charity or disposed of as waste.
 - 1.4. Items with an estimated value of more than \$200 will be advertised in as many ways as the Secretary-Treasurer deems appropriate, including but not limited to: CGCS website, notice to other charter schools, other methods that notify the general public. An item is sold to the first buyer offering to purchase at the advertised price. CGCS also accepts reasonable offers. After a period of time determined by the Secretary- Treasurer, if the item is not sold for the advertised price, the school will accept the best offer received, or advertise again if the offers are considerably under the estimated value.
2. Disposal of Surplus Technology:
 - 2.1. A staff member will have first opportunity to purchase technology with the serial number registered to his/her care and possession after the Secretary-Treasurer confirms with the Principal in consultation with the Director of Technology or Technology Consultant, if the technology will be available for purchase. The best interests of CGCS must be considered in determining whether or not technology is available for purchase or assignment to a pool of loaner machines.
 - 2.2. If a staff member does not want to purchase the technology assigned to him/her, other students or staff may have the opportunity. The Technology Consultant will describe the technology and assign the price in consultation and agreement with the Secretary-Treasurer. Any interested student or

staff member will have opportunity to submit his/her name, which will be selected by a draw on a previously announced date.

- 2.3. The student or staff member who purchases previously used technology assumes all responsibility for care and maintenance from the date of purchase. It is the responsibility of the student or staff member to investigate opportunities for care and maintenance insurance. The full amount of the purchase price is due upon sale of the technology. CGCS will provide a receipt noting the serial number of the technology, date and amount of sale.
- 2.4. The school technology department is not responsible for the care, maintenance or support of the purchased machine after completing the final reimaging of the machine which must occur before the student or staff member assumes ownership of the technology.
- 2.5. The purchase of technology does not include peripherals such as headphones, cases, screen protectors, additional power supplies or software registered to the Calgary Girls Charter School.