

Fiscal Management 4300	Administrative Application	
	Last Reviewed /Approved on:	September 10, 2026
	References:	The Education Act, 1995, Sec. 87(k), 347 Policy 2 – Role of the Board Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) will manage and dispose of surplus movable assets in a fair, transparent, secure, environmentally responsible, and appropriately documented manner. This administrative application applies to furniture, equipment, vehicles, supplies, and other movable assets owned by RCSD. It does not authorize the disposal of land or buildings, which requires separate consideration and approval in accordance with *The Education Act, 1995* and applicable Ministry of Education requirements.

Definition

1. **Surplus Asset** - A movable asset that is obsolete, redundant, no longer required, damaged beyond economical repair, depleted, or otherwise no longer of operational value to RCSD. The manager responsible for the asset must identify it as surplus and submit a written disposal request containing the asset description, location, asset or serial number where applicable, condition, estimated value, reason for disposal, and recommended method of disposal.

Application

1. Before disposal outside RCSD, reasonable efforts must be made to determine whether the asset can be reused, redeployed, or used for parts elsewhere in the Division.
 - a. The Manager of Facilities or designate will coordinate the disposal of general furniture, equipment, vehicles, supplies, and materials.
 - b. Technology Services will coordinate the disposal of computers, mobile devices, data-storage equipment, and other technology assets.
2. Approved disposal methods, in order of preference where practical, are internal reuse or redeployment, trade-in, public sale or auction, donation, recycling, and disposal as waste.
3. Assets with an estimated fair value greater than \$100,000, and any disposal that is unusual, sensitive, or outside the ordinary course of operations, require Board approval before disposal.

4. Where an asset has financial value, the disposal method must provide reasonable public access and fair opportunity unless the Chief Financial Officer approves a documented exception.
5. Employees and related parties must not receive preferential access or information.
6. A donation may be approved by the Chief Financial Officer where the asset has limited resale value, the recipient is an eligible community or charitable organization, the donation supports RCSD's interests, and the rationale is documented. No charitable receipt will be requested or accepted by RCSD for donated assets.
7. Before technology or data-bearing equipment leaves RCSD control, Technology Services must securely remove RCSD information, licensed software, user accounts, and access credentials in accordance with applicable privacy, security, and records requirements.
8. Potentially hazardous, regulated, recalled, unsafe, or environmentally sensitive items must be identified and disposed of using an authorized method. They must not be sold or donated unless the transfer is lawful and the recipient is informed of the condition.
9. Vehicle disposal must include cancellation or transfer of registration and insurance, removal of RCSD identification, and completion of applicable ownership-transfer records.
10. Net proceeds from asset disposal will be deposited to RCSD and recorded in the account determined by Business and Finance. Cash or other consideration must not be retained by a school, department, or employee outside the approved accounting process, unless exception is granted by the Chief Financial Officer.
11. Employees involved in identifying, valuing, approving, or disposing of an asset must disclose actual or potential conflicts of interest and must not participate in a decision where a conflict exists.
12. The sale or donation of an asset is made on an as-is, where-is basis unless otherwise approved in writing. RCSD does not provide a warranty regarding condition, suitability, or future performance.