

Section Finance Procedures	Administrative Procedure Number RCJTC AP.06.04
Administrative Procedure Title Disposal of Furniture and Equipment Procedure	
Date June 1, 2015	Revised

The General Manager shall determine if furniture and/or equipment belonging to the RCJTC is surplus to their particular use. The General Manager will provide the Administrative Committee with a list of such equipment.

Responsibility:

The General Manager, in consultation with the Administrative Committee, shall have the authority to sell, auction, exchange, or trade- in those goods declared surplus to the RCJTC's office needs. The responsibility for disposing of equipment deemed surplus lies with the General Manager.

Disposal of Surplus Items:

Surplus or obsolete furniture and equipment will be disposed of by any of the following methods, with re-use and recycling given preference over landfill at all times:

- Trade-in on purchase of new equipment;
- Receipt of offers (quotations);
- Sale for scrap value;
- Discard;
- Donation to an educational, charitable, or community agency; or
- Conversion to salvage for component parts.

All revenue from the sale or disposal of assets or materials shall be credited to the RCJTC.

Purchase of Surplus:

Surplus assets for personal use only can only be acquired when sold at public auction or sealed tender.

Related RCJTC Policy

P.06 Finance Policy

Related RCJTC Procedures

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