



IDENTIFICATION CODE
POL19-103

TITLE: ALIENATION OF MOVABLE PROPERTY

EFFECTIVE DATE	AUTHORIZATION REQUIRED	RESPONSIBLE FOR FOLLOW-UP
February 20 2002	Administrator	Material Resources

ROADMAP

	DATE	AUTHORIZATION
ADOPTION	February 20 2002	Ordinance 02-004
LAST UP-DATE	June 6, 2019	Ordinance 19-103



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1. OBJECTIVES

To provide the Commission scolaire du Littoral with a policy for the disposal of its movable property.

2. GENERAL PRINCIPLES

- 1.1 The Commission scolaire du Littoral may, without the authorization of the Minister of Education, alienate movable property: broken, unusable or without market value by sending it for disposal to the dump site.
- 1.2 The Commission scolaire du Littoral may, without the authorization of the Minister of Education, dispose of surplus or obsolete movable property.
- 1.3 All services, centers and schools are subject to this policy.

3. FRAMEWORK

3.1 Definition

- 3.1.1 **Alienate :** Sell or disposal.
- 3.1.2 **Movable property:** Furniture, equipment, tools (M.A.O.) and mobile equipment.
- 3.1.3 **Market Value:** The most probable sale price of a property, given on a specific date in a free or normal market context.

3.2 Criteria for Disposal

A property may be alienated if it meets one of the following criteria:

- 3.2.1 **Surplus:** Movable property not required but usable for which future use is unlikely.
- 3.2.2 **Obsolete:** Non-required moveable property that, in its current condition, is no longer usable for educational, administrative and other purposes.
- 3.2.3 **Scrap:** Broken, incomplete, irreparable or without market value movable property.

3.3 Responsibilities

- 3.3.1 The materiel resources management is responsible for the application of the policy and the disposal of moveable assets.
- 3.3.2 The management of a service, centre or school as to whether movable property for which it is responsible can or must be disposed of. It identifies the movable property and informs the person responsible for Material Resources using the "Request for Disposal of Movable Property" form.
- 3.3.3 The materiel resources management determines whether the movable property can be sold or destroyed and establishes the market value of the movable property offered for sale.

3.4 Alienation procedure

CATEGORY	PROCEDURE	APPROVAL
<u>Scrap</u> – nul	Ship to a recovery centre if possible or to a dump site	Material Resources Service Management
<u>Surplus and obsolete</u> If the value determined by Material Resources Management is less than \$5,000	<ol style="list-style-type: none"> 1. Offer to the public school level <ul style="list-style-type: none"> - Private negotiation - If no agreement is reached 2. Offer to public organizations <ul style="list-style-type: none"> - Private negotiation - If no agreement is reached 3. Offer to the general public by public tender or Public sales with requests for quotation 	<p>0 - \$ 4 999</p> <p>Material Resources Service</p>
If the value determined by Material Resources Management is greater than \$5,000	<ol style="list-style-type: none"> 1. Offer to the public school level <ul style="list-style-type: none"> - Private negotiation - If no agreement is reached 2. Offer to public organizations <ul style="list-style-type: none"> - Private negotiation - If no agreement is reached 3. Offer to the general public by public tender or Public sales with requests for quotation 	<p>More than \$ 5 000</p> <p>Administration</p>

3.5 Allocation of income

The proceeds generated by the alienation of movable property are allocated to the capital budget of the Commission scolaire du Littoral.

3.6 Effective date

This policy is effective on the date of its adoption.