



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Procedure n°
P2000-MR-01

Procedures for the Disposal of Obsolete, Irreparable, and/or Unwanted but Reusable Equipment

Resolution n°

990922-ED-0026

Revision:

1. For audio-visual and/or technology equipment

Obtain a certificate, repair estimate or a letter from the Sir Wilfrid Laurier personnel at the Audio-visual Repair Centre or Information Technology Services, indicating that the equipment cannot be repaired, is obsolete or can be repaired at a cost which equals or exceeds replacement cost of equipment.

2. For other equipment and/or material

Obtain a letter or repair estimate from a company which would normally have done the repairs, indicating that equipment cannot be repaired or can be repaired at a cost which equals or exceeds replacement cost of equipment.

3. Send your request for write-off, using the appropriate form and attaching any relevant information to the Director of Material Resources.

4. If necessary, the Director of Material Resources drafts a write-off resolution (see Appendix) and forwards it to the Secretary General.

5. The Secretary General will then put the resolution on the agenda of the Executive Committee for formal action (disposal or resale).

6. A copy of the resolution, once adopted, will be forwarded to Financial Services and to the originator to notify him that the item(s) may be disposed of and that the money earned (if any) will be forwarded to Financial Services to be placed in the appropriate budget.

7. A Waiver of Warranty Form concerning equipment to be disposed of, should be signed and copies distributed as indicated whenever a sale takes place.

Usable but unwanted equipment and/or material

If equipment is unwanted but reusable, the Director of Material Resources will determine if the equipment is needed or wanted by another school or department.

The Director of Material Resources will keep an inventory, will store the equipment or material and will attempt to dispose of it by informing other School Boards.



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EXEMPLE / EXAMPLE

Name of School or Department

Nom de l'école ou du service: _____

DÉSISTEMENT DE GARANTIE

Je, soussigné(e), reconnais par la présente que l'article (les articles) que j'ai acheté(s) aujourd'hui de la **Commission scolaire Sir-Wilfrid-Laurier** ne peut (peuvent) être facilement réparé(s) et ne peut (peuvent) plus servir à l'usage pour lequel il a été conçu (ils ont été conçus). Je renonce, par la présente, à toute réclamation éventuelle en raison d'un vice caché dans ledit article (lesdits articles) et je reconnais en outre que sans cette condition la **Commission scolaire Sir-Wilfrid-Laurier** ne m'aurait pas vendu cet article (ces articles).

WAIVER OF WARRANTY

I, the undersigned, hereby recognize that the item (items) purchased today from the **Sir Wilfrid Laurier School Board** is (are) not readily subject to repair and cannot be used for the purpose for which said item (items) was originally intended and I hereby renounce to any and all claims that might arise due to any latent defects in the said item (items), all of which I recognize as being essential conditions without which the **Sir Wilfrid Laurier School Board** would not have sold said item (items) to me.

_____,
(Ville-Town)

_____,
(Date)

Nom de l'acheteur en lettres moulées :

Name of buyer in block letters : _____

Signature de l'acheteur :

Signature of buyer : _____

Copies/Copy : Acheteur/Buyer, École/School, Finance

**EXEMPLE DE RÉSOLUTION
RESOLUTION EXAMPLE**

**DISPOSITION D'ÉQUIPEMENT
DÉSUËT :**

ATTENDU QU'une imprimante Rex Rotary, modèle RR22, numéro de série 194663572, installée à *l'école Souvenir* est désuète et qu'il ne serait pas rentable de la réparer ;

ATTENDU QUE le directeur du Service des ressources matérielles a déterminé que cet équipement ne peut être utilisé par une autre école ou un service ;

ATTENDU QU'il est nécessaire de radier ledit équipement de l'inventaire de l'école ;

IL EST PROPOSÉ PAR,
_____ que,
sur la recommandation du comité des Ressources matérielles, ledit équipement soit déclaré sans valeur et radié des registres; et

QUE l'école dispose dudit équipement et que les fonds ainsi générés soient portés au crédit de *l'école Souvenir*.

**DISPOSAL OF OBSOLETE
EQUIPMENT :**

WHEREAS a Rex Rotary Printer, model RR22, Serial # 194663572, located at *Souvenir School*, is obsolete and is beyond a cost-effective repair :

WHEREAS the Director of Material Resources has determined that this equipment cannot be used by any other school or department :

WHEREAS it is necessary to write off said equipment from the school's inventory :

IT IS MOVED, on the recommendation of the Material Resources Committee, by _____ Commissioner _____, that the equipment described be declared of no value and be deleted from the records : and

THAT the school dispose of said equipment and that any funds gained therefrom be credited to *Souvenir School*.