



Redistribution and Disposal of Surplus Furniture and Equipment

Adopted:
November 10, 2003

Last Reviewed/Revised:
April 3, 2023

Next Scheduled Review: 2025-2026

Associated Policies and Procedures:
[I-25 Purchasing](#)
[VI-11 Purchasing](#)
[VI-45 Mobile Cellular Device](#)

Purpose

To provide a standard procedure for the redistribution and disposal of surplus furniture and equipment.

Application and Scope

This procedure applies to all Hudson County District School Board (HCDSB) staff authorized to identify surplus furniture and equipment.

When necessary, Principals determine that furniture and equipment should be redistributed or disposed of in a safe, cost-effective manner. All surplus items are to be redistributed or disposed of in a safe, cost-effective manner as determined by the Purchasing Department.

Principles

Surplus furniture and equipment should be removed from schools/departments when it is no longer required at the location. To maintain an inventory of surplus furniture and equipment for redistribution, schools and departments should adhere to these procedures.

Schools and departments should inquire about surplus furniture and equipment before purchasing new.

Requirements

Centralized Purchasing of New Items

All furniture and equipment purchases will be vetted through Purchasing Services.

This means that product quality must be met, and that purchasing policies and procedures are adhered to.

~~Surplus Obsolete Information and Communications Technology (ICT) Equipment~~

obsolete through a device lifecycle matrix.

School or department must inform the Senior Manager ~~Information Technology Services~~