

PATHWAYS ABILITIES SOCIETY

POLICY: DISPOSITION OF OBSOLETE OR DAMAGED INVENTORY OR ITEMS

Applies to: All Personnel

Original Approval Date: November 24, 2003

Date Board Approved: May 8, 2017

Replaces Policy Dated: December 20, 2012

Board Member's Signature

PREAMBLE

In order to prevent the accumulation of obsolete or damaged inventory and items, inventory and items will be disposed in a timely manner.

Definitions:

"Inventory": New or used goods i.e. refurbished bikes with a value of \$20.00 or more.

"Items": Used office supplies, equipment, tables, chairs, appliances, etc. with a value of \$20.00 or more.

POLICY

Obsolete or damaged inventory and items will be disposed of annually in the month of February and as required. Pathways Abilities Society staff will identify and itemize the inventory and items on the Disposition of Inventory and Item forms. The area supervisor or manager approves all disposals.

Useful items will be given to people receiving service from Pathways Abilities Society or other not-for-profit agencies for charitable purposes. Employees may be given the opportunity to purchase disposed of inventory or items. The value of the product is assessed by the area supervisor and approved by management personnel. Receipts are issued for all items sold.

Computers, photocopy machines and/or their hard drives, telephones or any electronic devices will have all personal and confidential information removed by authorized persons, with no ability to retrieve, prior to disposal.