

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: DISPOSITION OF OBSOLETE OR DAMAGED INVENTORY OR ITEMS**

**Applies to:** All Personnel

Original Effective Date: November 24, 2003

Effective Date: June 4, 2018

Replaces Procedure Dated: July 4, 2016

1. Obsolete or old items to be disposed of (donated to a person or another not-for-profit or put in the garbage) are documented on the Disposition of Inventory and Item forms.
2. Items that could store or house identifying or confidential information are disposed of in a safe secure manner. Management personnel consult with Pathways Abilities Society's technology service provider to determine how this occurs.
3. The supervisor or manager reviews the form and signs confirming the disposition.
4. The supervisor provides the executive director with a copy.
5. The executive director or designate enters the disposition information in the Asset Management ShareVision list.
6. In the month of February, the area supervisor or manager instructs staff to review building contents and itemize goods to be disposed of on the Disposition of Inventory and Item forms.
7. The supervisor or manager reviews the form and signs confirming disposition.
8. The supervisor or manager provides the executive director with the completed form.
9. The executive director gives the form to the finance manager to file in the relevant file.