

POLICY FOR DISPOSAL OF
SURPLUS WORKCENTRE EQUIPMENT

This policy sets out the procedure by which the Golden Bay Workcentre Trust may dispose of surplus equipment.



PROCEDURE:

The Board of Trustees delegates responsibility for the disposal of surplus equipment to the Manager under the following terms.

- The Manager will confirm that the surplus equipment is not encumbered by the conditions of the equipment's source funding.
- The Manager may, at the Manager's own discretion, directly dispose of non-encumbered, surplus equipment, up to a sale value of \$500.00 on behalf of the Trust.
- The Manager, in consultation with the Financial Manager, will seek written approval from the Board for the disposal of non-encumbered, surplus equipment, having a sale value over \$500.00.
- The Manager will advise the Financial Manager upon completion of all sales and the fixed asset equipment inventory will be updated as required.