

GBWCT POLICY



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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.

1.0 Procedure

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

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