

## PATHWAYS ABILITIES SOCIETY

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

**Applies to:** All Personnel

#### **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 form. 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.

#### Effective/Revision Date

November 24, 2003  
July 4, 2006  
June 21, 2010  
September 12, 2011  
December 20, 2012  
May 8, 2017

#### Board Approval

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