

Rocky Mountain Risk

POLICY NO. D-12
DATE: November 11, 2020

Subject: FURNITURE AND EQUIPMENT DISPOSAL PROCEDURE

1. The following procedure shall be observed in the disposal of Rocky Mountain Risk equipment or furniture:

1.1 Obsolete or unserviceable furniture and equipment, when repair is not in the best interest of the Rocky Mountain Risk shall if feasible be traded on new replacement furniture or equipment or it shall be sold if the Rocky Mountain Risk has no further need of it.

1.2 Unserviceable furniture or equipment having little or no sales value or trade-in value and that has been determined by the Executive Director to be of no use to the Rocky Mountain Risk shall be classified as junk, donated or destroyed and removed from the fixed asset inventory of the Rocky Mountain Risk.

1.3 All decisions shall be made at the discretion of the Executive Director or his/her designee.