



## Disposal of Goods Policy

**Category:** Operational Policy  
**Review Cycle:** Last revision: 2025 Next Revision: 2028  
**Policy Sponsor:** Finance Officer

### I. Overview

This policy deals with the disposal of MRFA property, with an emphasis on items of a reusable nature or with significant value. Items covered under this policy include, but are not limited to, furniture, artwork, computers, appliances, equipment and other physical items in the Faculty Centre.

### II. Authority

- Disposal of items valued at up to \$100 shall not require approval.
- Disposal of items valued over \$100 and up to \$500 requires Audit and Finance Committee approval.
- Disposal of items valued over \$500 requires a recommendation by the Audit and Finance Committee and approval by the Executive Board.

### III. Estimation of Value

When an item is identified for potential disposal, the appropriate MRFA staff member shall estimate its value. The Audit and Finance Committee may revise this estimate.

### IV. Process

Consideration shall first be given to reuse or repair of an item, where financially responsible. Where an item cannot be reused or repaired, the item shall be offered to each of the following, in order:

1. MRFA Regular Members via a random draw of interested Members . (Disposal of items valued over \$100.00 may be by other means to be determined on a case-by-case basis by the Audit and Finance Committee, e.g. free giveaway contest for members);
2. If there are no Members who want the item(s) they may be offered to MRFA Staff, again, via a random draw of interested staff. ;
3. Charitable and/or community support organizations, where appropriate (e.g., Indigenous organizations, disability resource centres, newcomer settlement agencies, or refurbishment organizations that can repair the item for use by individuals in need).
4. Failing donation or reuse, final disposal shall be via recycling whenever possible, and recycling shall be done through environmentally responsible recycling vendors

5. In exceptional circumstances, either the Audit and Finance Committee or the Executive Board may consider the sale of an item.

## **V. Limitations**

The recipient releases and indemnifies the Association from any liability, claims, or damages arising from the donation, use, or disposal of the donated goods, acknowledging that all items are provided 'as is' without warranty or guarantee of condition or suitability.