



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Disposal of Goods Policy

Category: Expenditures
Date last Revised: May 19, 2023

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. This policy shall not apply to items valued at less than \$50.

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 donation and/or reuse of an item. Where appropriate, the item shall be offered to each of the following, in order:

1. MRFA Regular Members on a first-come, first-served basis. (Disposal of items valued over \$200.00 may be disposed of 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. MRFA Staff on a first-come, first-served basis;
3. Charitable organizations, where appropriate.
4. Failing donation or reuse, final disposal shall be via recycling whenever possible.
5. In exceptional circumstances, either the Audit and Finance Committee or the Executive Board may consider the sale of an item.