



POLICIES AND GUIDELINES

ASSET DISPOSAL

POLICY:

The Union will attempt to sell assets first to Members and failing that, will donate them.

PURPOSE:

To provide policies and guidelines for the disposal of surplus assets, e.g., furniture, old computers, etc.

PROCEDURE:

- At the discretion of the Executive Board surplus assets will be advertised for sale on the Union Website at www.cope397.ca for purchase by COPE Local 397 members only.
- Members of the Executive Board will set the price for the item.
- The items will be posted on the Union Website for a period of one week. If the item is not sold to any regular member or staff after the one week period, any Executive Board member may purchase the item.
- The Treasurer will handle the sale of the disposed items.
- If the item remains unsold after a reasonable amount of time; the item will be suitably disposed of.

Revised: March 2014

Revised: June 2013

Revised: October 2008

Original: December 2007

