

ASSET MANAGEMENT/DISPOSAL OF ASSETS

AP 8

INTENT

To provide a framework for the management and disposal of the Society's assets.

POLICY

It is the responsibility of Sunshine Coast Community Services Society to record and maintain an inventory of attractive and fixed assets from purchase to disposal.

DEFINITION

Fixed asset: an asset which is fixed to the premises, e.g. built-in desks and may include items such as refrigerators and dish-washers

Attractive asset: cameras and projectors, computers, scanners, office equipment, laptop and notebook computers, audio visual equipment

PROCEDURE FOR ASSET MANAGEMENT

1. All items over \$100 in value must be preapproved, either through consultation with the Program Director, or through the use of purchase orders, approved by the appropriate spending authority.
2. Items purchased through the Society's credit card must be pre-approved, and a completed credit card purchase form and receipts must be provided as per policy AP 3 Society Credit Cards.
3. Following purchase, any warranty will be immediately forwarded to the Facilities Manager who will maintain a warranty file. If the invoice serves as a warranty please provide a copy to the Facilities Manager.
4. Each program is responsible for keeping its own instruction manuals, with an option of storing them in the Facilities Manager warranty file.
5. On an annual basis, the Facilities Manager will facilitate an update of inventory tracking and costs.

PROCEDURE FOR DISPOSAL OF ASSETS

1. An asset cannot be used because it is no longer compatible, supportable or safe.

2. SCCSS is committed to responsible asset disposal. The following options will be considered for asset disposal:
 - Disposal by donation
 - Disposal through approved re-cycle vendors
 - Landfill (last resort)

3. The disposal of an asset must be approved by the Director of Finance and authorized by the Executive Director. Approval for the disposal of an asset is to be sought using an Equipment Disposal Form.

Disposal of Electronic Equipment

1. Before disposing of any computer system, cell phone or other electronic equipment, it is imperative that all data along with any software is removed.
2. Security is of the utmost important and sensitive and confidential data must be removed from the equipment before transfer or disposal.
3. Data and software removal is the responsibility of the Facilities Manager.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually