



POLICY

Property Disposal

In order for all organization major property disposals to be accountable to all board members, and be fully recorded in the organization's records, the following shall be the board policy for this topic:

- Only the President and Vice-President shall dispose of organization property.
- This policy only pertains to major property disposals (e.g. a vehicle). Minor property disposal (e.g. an office chair) may be disposed of at any time.
- All major property disposals over \$1,000.00 must be approved by the board before the property is disposed. If disposal is needed before a meeting can be scheduled (e.g. a vehicle needs to be sold immediately) then the President or Vice-President shall contact all board members about the disposal before making it.
- The President shall maintain complete disposal documentation for all disposed major property. This documentation shall be maintained in the organization's records.

This policy was approved by the Pathways of Healing board at the following meeting

JANUARY 16, 2014