



TOWN OF TOFIELD

POLICY AND PROCEDURE MANUAL

OPERATIONAL FINANCIAL MANAGEMENT

POLICY: DISPOSAL OF WARES/GOODS

Policy 3.13

POLICY

There shall be a policy to establish processes for the Disposal of Ware/Goods for the Town of Tofield.

PROCEDURE

1. Small wares valued less than \$1000 that are to be removed from use within the organization may be disposed via a garage sale or donated to a local charity.
2. Items with a value deemed more than \$1000, are to be sold by public or sealed bid auction using suitable advertising. Town personnel, with the exception of Councillors and personnel holding management positions, may participate by submitting bids.

COUNCIL APPROVAL MOTION #27-09-15


MAYOR

DATE September 14, 2015