

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		220.4
Subject Title	Adopted	Last Revised	Reviewed
Fixed Assets Disposal	12/15/99	4/06/17	7/12/05; 9/5/06; 4/20/10; 2/24/14; 7/14/15; 4/6/17

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

To establish a process for disposal of assets whose net economic value has been exhausted.

2.0 Equipment Disposal

2.1 A determination shall be made that the asset has been exhausted through obsolescence or because it is deemed unrepairable.

2.2 Arrangements shall be made for disposal by the Chief Financial Officer.

3.0 Building Disposal

3.1 If site is a consumer residential setting, a plan for alternative housing must be developed.

3.2 Guidelines established for governmental entities shall be followed in the sale of real estate.

4.0 Inventory Record

4.1 Adjustments shall be made to the asset inventory database to record the disposal of the asset.

4.2 The Right Door for Hope, Recovery and Wellness insurance company shall be notified when the item is of significant cost, such as a car, van, building, etc.

4.3 Adjustments shall be made to the asset inventory dollar value.

5.0 Reconciliation

5.1 A periodic reconciliation of the asset inventory report to the insurance report shall be conducted by the Chief Financial Officer.

Robert S. Lathers, Chief Executive Officer	Date		

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