

N . Z . F . R . S

DISPOSAL OF OFFICE EQUIPMENT

PURPOSE:

To ensure that the best possible return is received for replaced office equipment

PROCEDURES:

When Office Equipment becomes available the Board Treasurer is to adopt the following procedure.

- Obtain a description of the condition of the equipment up for tender.
- Ascertain an acceptable value
- Advise all Clubs of the equipment available and condition requesting tenders within a specified date
- On closing date view tender prices and select the best price.
- Advise the successful tenderer.
- Electronic equipment is to have all information deleted prior to disposal

Approved	July 1999
Last Amended	February 2020
Next review	February 2022