

**Official Policy**  
**Adopted April 7, 2005**  
**Disposal of KRFC equipment, furniture and supplies**

- 1) Individuals routinely using an item may decide that they no longer need it, and inform a staff member.
- 2) The staff member will determine a dollar value for the item.
- 3) If the item is worth less than \$50.00, the item may be disposed of after written approval of the station manager.
- 4) If the item is worth between \$50-\$999.00 and the item is approved for disposal by the station manager, staff will:
  - a. Post a notice on the KRFC website and on the physical bulletin board at the station which identifies the item and invites comments.
  - b. The notice will remain in place for at least 1 month.
  - c. The resulting comments will help to determine whether or not the item is disposed of.
- 5) If the item is worth \$1000.00, or more, the item must be approved for disposal by the KRFC Board of Directors. Once approved, staff will post notice, as in #4, above.
- 6) The method of disposal of property must prioritize financial gain for KRFC. Items may be:
  - a. Sold to someone unaffiliated with KRFC.
  - b. Donated to someone unaffiliated with KRFC.
  - c. Sold or given to a KRFC staff member, volunteer or listener member.
- 7) In the disposal of items, consideration will be given to supporting other non-profit organizations in our area and non-profit organizations that support community radio.
- 8) When a committee or other group is planning on replacing equipment or furniture, it is encouraged to develop a plan for the disposal of old equipment and furniture, taking into account the steps listed above.