

## **First Unitarian Church of Des Moines**

### **Operating Policies – Disposition of Furniture and Equipment**

The church will dispose of furniture and equipment that is no longer functional or useful in a manner that serves the best interests of the church community keeping in mind the desire of the church to use “green processes” when available.

When an item of furniture or equipment is determined to be no longer functional or useful, the Director of Finance and Administration (DFA) will be notified so a determination of method of disposition can be made.

When the Management Team determines an item of furniture or equipment no longer has value or usefulness to the church, it will be disposed of in one of the following ways:

1. Furniture of minor value and old computer equipment may be offered to church members for haul away. Any remaining items will be donated to a non-profit, charitable organization and/or recycled through the best available alternative available.
2. Items not covered by the above will be sold through sealed bids, auction or publicly advertised sale with any proceeds from such sale being deposited to the operating fund of the church.
3. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.