



DURHAM KENNEL CLUB, INC.

Purchase and Disposal of Club Equipment

PURPOSE: This policy defines the process for purchase and disposal of equipment whether expensed or capitalized.

REFERENCES: Durham Kennel Club ByLaws
Fiscal Year Budget

DEFINITIONS:

- ◆ Minor Equipment: Equipment needed to provide training and or necessary to hold events at Durham Kennel Club
- ◆ Capitalized Equipment: Equipment required at Durham Kennel Club whose cost is in excess of \$2500 per item

In accordance with DKC ByLaws, an annual budget is prepared and approved by the Board in April and by the Membership at its annual meeting in May of each year. Group leaders shall submit itemized list of equipment under \$500 needed to be purchased in the fiscal year. This list will include item's purchase price, including tax and shipping, with supporting vendor quotation. Upon approval, these items will be included in the upcoming fiscal year budget.

The approved fiscal year budget conveys authority to Chairpersons and/or Group Leaders to spend budgeted funds for equipment requested. Chairpersons/Group Leaders are responsible and accountable for all expenditures. The approved budget will be available to Group Leaders in the Restricted Member Section on the DKC website

Individual items with purchase price in excess of \$2500 are capital purchases and each require individual Board approval. The Board may request more than one vendor quotation.

In order for disposal of equipment to be fair, transparent, conflict-free dispositions, and adhere to all laws:

The Group Leader will identify current and surplus equipment/assets and determines fair market value of and disposition method for assets to be disposed. A list of equipment to be disposed of is sent to the Board of Directors along with supporting documentation of fair market value for approval.

The Group Leader will determine the method of disposition of the equipment: Sale (auction, private, online), donation, trade-in, disposal, or retention. The Group Leader is responsible for the disposal of the asset(s) A list of any unsold equipment should be referred back to the Board of Directors after thirty (30) days.

Before public sale, members will be given reasonable opportunity to purchase equipment at the determined fair market value.

The Group Leader is responsible for remittance of funds to the treasurer and the removal of disposed assets from the Club Inventory. The Treasurer will report disposition in financial statements.

Significant assets (real property) are covered by Durham Kennel Club ByLaws.