

16.32 Donated Equipment

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to donate certain unused office or computer equipment to eligible program participants.

Procedure:

Donated equipment may include, but is not limited to, computers, keyboards, monitors, printers and mice.

Participants who have successfully completed the Basic Office Skills Occupational Skill Training program and are employed in a position that requires the use of a computer or, are participating in job development services in order to obtain employment that requires the use of a computer are eligible for donated equipment.

If the number of eligible participants is greater than the available equipment, items will be disbursed through a lottery system.

Equipment is donated as it becomes available to the Career Services Department.

Prior to receiving the equipment, the participant must sign a Donated Equipment Agreement. The agreement states the equipment is being donated “AS-IS” with no warranty and that Licking/Knox Goodwill Industries, Inc. is not responsible for any failure of the equipment or liable for repairs or damages of any kind.

The Career Services Department will document all donated items.