

17.39 Retention of Merchandise

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to retain certain donated goods for the organization's use.

Procedure:

The Director of Retail or CEO/President may authorize the retention of donated merchandise for internal company use. Store managers must receive written authorization before removing an item from the sales floor or saving donations for transfer to other Goodwill locations.

Retail sites will maintain a log that lists all items retained for company use. The Director of Finance must be notified whenever an item is retained as a fixed asset and procedures found in the Inventory Management Book must be followed. (See Policy 11.20, *Fixed Assets Inventory*.)