

21.09 Technology Repair and Disposal

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain and repair technology equipment in accordance with the manufacturer's warranty and recommendations.

Procedure:

- The repair of any item that is not covered under warranty must be authorized by the CEO/President.
- Staff should notify their supervisor if any technology devices are in need of repair.
- Staff should complete Technology Request and submit it to the Director of Communications.
- The Director of Communications will communicate the repair information to the person submitting the form within three (3) administrative working days. This communication may be through telephone or e-mail.
- The Director of Communications will attempt to secure authorization from either the CEO/President or the Director of Finance before contacting an outside vendor.
- All billings or receipts for repair of equipment will be forwarded to the CEO/President and/or the Director of Finance as directed by the financial policies and procedures.
- The CEO/President and Director of Communications will determine if needed repairs are cost-effective. Disposal of equipment will follow procedures found in Policy & Procedure 11.20, Fixed *Assets-Inventory*.