

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 227.2
Subject Title Equipment: Loaned to Governmental Agencies or Non Profit Organizations	Adopted 12/15/99	Last Revised 12/15/99; 3/15/17	Reviewed 05/16/06; 4/20/10; 2/24/14; 4/14/15; 3/15/17

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

Records shall be maintained of any equipment that is loaned to other agencies.

2.0 Master Record

2.1 Any equipment loaned to other agencies shall be noted in the asset inventory database. The activity shall be recorded in a tickler file for the prompt return of the equipment and follow up. The master record and tickler file should be maintained by the individual who maintains the asset inventory database.

Robert S. Lathers, Chief Executive Officer	Date		