

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 220.3
Subject Title Fixed Assets Maintenance Agreements	Adopted 12/15/99	Last Revised 4/06/17	Reviewed 7/12/05; 8/15/06; 4/20/10; 2/24/14; 7/14/15; 4/6/17

PROCEDURE

Application

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

1.0 Intent

Maintenance agreements shall be purchased when it is determined it is advantageous to do so.

2.0 Purchase of Agreement

2.1 A cost benefit analysis shall be conducted before entering into a purchase agreement of extended warranty on a fixed asset.

3.0 Agreement Inventory

3.1 An inventory report shall be maintained for extended warranties in a database.

3.2 An inventory report shall be maintained for maintenance agreements, such as copiers.

4.0 Reconciliation

4.1 Invoices for renewal of agreements shall be approved and reconciled to information from prior agreement.

Robert S. Lathers, Chief Executive Officer	Date		

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