

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Fiscal Resources	F		227
Subject Title Equipment: Loaned and/or Issued	Adopted 11/23/98	Last Revised 4/25/16; 5/22/17	Reviewed : 1/23/06; 3/26/07; 3/23/09; 4/26/10; 4/25/11; 3/26/12; 4/22/13; 5/27/14; 4/27/15 4/25/16; 5/22/17

POLICY

Application

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

1.0 Intent

It is the intent of this policy to ensure an accurate and up-to-date record of equipment issued to employees or loaned or donated to Government Agencies or Non-Profit organizations to minimize loss and assign responsibility.

2.0 Employees

- 2.1 All equipment assigned to employees shall be recorded in a master log when issued and updated by the responsible staff person as changes occur.
- 2.2 Employees shall be held responsible for negligence, loss and/or maintenance required beyond normal wear and tear.

3.0 Government Agencies/Non-Profit Organizations

- 3.1 Any equipment loaned or donated to governmental agencies or Non-Profit Organizations shall have prior written approval from the Chief Executive Officer.

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- 3.2 All equipment loaned or donated shall be recorded in a master log when issued and updated by the responsible staff person as changes occur.

References

CARF Standards Manual, Financial Planning and Management

Melissa McKinstry, Board Chairperson	Date		