

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Fiscal Resources	F		227
Subject Title <b>Equipment: Loaned and/or Issued</b>	Adopted  11/23/98	Last Revised  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; 5/29/18

**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.
- 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.

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**References**

CARF Standards Manual, Financial Planning and Management

Nancy Patera, Board Chairperson	Date		