

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		227.2
Subject Title	Adopted	Last Revised	Reviewed
Equipment: Loaned to Governmental Agencies or Non-Profit Organizations	12/15/99	3/15/17	05/16/06; 4/20/10; 2/24/14; 4/14/15; 3/15/17; 6/26/19; 7/10/20; 7/30/21; 7/26/22; 7/25/23; 7/10/24

PROCEDURE

Application

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

1. Intent

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

2. Master Record

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.

Kerry Possehn, Chief Executive Officer	Date		