



Friends of the San Luis Valley National Wildlife Refuges Inventory Control Policy

Purpose: The Inventory Control Policy establishes a process for the recording, identification, and accountability of all Friends owned furnishings and movable equipment items (Equipment) having a minimum cost of \$100 each and a life expectancy of over two years.

1. The Board shall appoint a **Property Manager** and assign to the Property Manager the responsibility to maintain a system of equipment control to provide a safeguard against loss and to facilitate effective utilization.
2. All physical items valued over \$100.00 at the time of purchase shall be placed into a spreadsheet called **Inventory Control System** and will be maintained by the Property Manager.
3. The **Inventory Control System** shall contain: Date purchased, Description of item, Cost of the item, Current value, Manufacturer's name, Serial number of the item, Photograph of the item, Account used to purchase i.e. Education Fund or Crane Festival, Grant name (if applies), Purchase cost of item, Current location of the item or other fields as deemed necessary by the Property Manager.
 - 3.1. Periodic physical inventories, at least once annually, shall be taken of all items of equipment placed in **Inventory Control System**.
 - 3.2. A record of lost or unaccounted for items will be submitted by the Property Manager to the President of the Board for approval to record as so in the **Inventory Control System**.
 - 3.3. The Property Manager will make a periodic review of unutilized and underutilized equipment to determine the extent to which such as equipment should be reported as surplus.
4. Surplus Property Disposal
 - 4.1. The Property manager designates item(s) for surplus.
 - 4.2. The Property Manager will evaluate condition of the item(s), and assign condition as obsolete, poor or scrap.
 - 4.3. The Property Manager will determine the method of local disposition (local sale, donated, dumped/recycled).
 - 4.4. If local disposition includes selling of scrap, the Property Manager will assign a required minimal bid value to the item. The Property Manager will ensure that the proceeds from the sale are received and deposited in the appropriate account by the treasurer.
 - 4.5. The Property Manager will be responsible for the final disposition of the surplus item.
 - 4.6. The method of disposition will then be noted in the Inventory Control system.
 - 4.7. Property Manager shall retire asset(s) from the Inventory Control system.
 - 4.8. An annual report of surplus sales shall be submitted to the President in November of each year.

Friends of the San Luis Valley Refuges
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slvrefuges.org



Adopted on: Month Dec Day 4 Year 2020

Signed President of the Board: [Signature]

Debra Callahan

Signed Secretary of the Board: [Signature]

Lisa Clements