

**[YOUR
PROGRAM NAME HERE], Inventory
Control Policy**
(Revised 02/2022)

1. Policy

A. The Inventory Control Policy establishes a process for the recording, identification, and accountability of all [YOUR PROGRAM NAME HERE], Inc. (“[YOUR PROGRAM NAME HERE]”) owned furnishings and movable equipment items (“Equipment”) having a minimum cost of \$500 each and a life expectancy of over two years. The Executive Director or appointed designee shall maintain a system of equipment control to provide a safeguard against loss and to facilitate effective utilization.

B. [YOUR PROGRAM NAME HERE] shall utilize an appropriate property and equipment control system to identify the property or equipment and the costs, the depreciation, and the assignment and the location of the equipment. The Executive Director or appointed designee shall conduct the annual inventory of all equipment assigned to each program and/or location. The responsibility for equipment accountability is assigned to the appropriate program manager. This policy requires:

- (i) All Equipment to be brought under control shall be identified by an affixed serial number.
- (ii) Equipment control records shall be maintained for each item identified by a serial number.
- (iii) Annual physical inventories shall be taken of all Equipment placed under serial number control.
- (iv) Program managers shall be administratively responsible for the Equipment assigned to their staff.

2. Procedure

A. To be included in the inventory an item must meet the following criteria:

- (i) Be [YOUR PROGRAM NAME HERE] property, including gifts to the organization, with a minimum cost of \$500.
- (ii) Include furniture and electronic equipment which have a probable life of more than two years.

B. The following do not meet the above criteria (do not include them):

- (i) Items furnished by a grant or contract for which [YOUR PROGRAM NAME HERE] does not hold title.
- (ii) Personally owned items.
- (iii) Draperies and other expendable items.
- (iv) Items permanently attached to buildings. Examples would be permanent light fixtures, built-in cabinets, permanently installed heating and cooling apparatus and carpeting.

C. Removal of Equipment

(i) Equipment owned by [YOUR PROGRAM NAME HERE] may not be removed from the office without the permission of the program manager and the Executive Director. Equipment removed from the office may be included in the Short-Term Telecommuting Agreement signed by the employee and their manager. This Agreement must be updated and signed by the program manager when the equipment is returned.

3. Balance Sheet Inventory Requirements

A. Criteria to include an inventory item on the balance sheet:

- (i) The cost of the item(s) is at least \$5,000, individually or collectively.
- (ii) Expected lifespan of greater than two years.

B. Inventory items that are on the balance sheet and subject to audit must be physically counted and reconciled to the balance sheet at least once per year.