

Asset Management Policy

Rotary District 5890



Purpose and scope

Purpose

This policy outlines the guidelines and practices that govern decisions on asset management at Rotary District 5890 (district) to ensure it provides high quality service to Rotarians in the district.

Scope

This asset management policy applies to all assets owned by the district and all aspects of each asset, including purchase, issuance, return, and disposal. This policy applies to all Rotarians in the district, who have a need to utilize the district assets.

Inventory, addition & deletion of assets, procedure

Inventory

The District Asset Manager (DAM) will maintain an inventory of assets of the district. The asset description, model, and serial number, if available, will be recorded. If an owner's manual exists, forward the manual or a copy to the DAM. The assets may be in the possession of various Rotarians throughout the district.

Addition & deletion of assets

Any new assets purchased for district use shall be reported to the DAM. Please reference Attachment 2. The report should include a description, model, and serial number as applicable. Also, owner's manuals, any warranty registration of the asset, and copy of the purchase receipt need to accompany the report. If an asset becomes unusable, it should be reported to the DAM and the proper disposal procedures of the asset, especially electronic equipment, must be followed with accordance with federal, state, and local laws.

Procedure

1. The issuance of district assets must be reported to the DAM, who acts as a gatekeeper. This allows tracking of district assets. Please reference Attachment 1.
2. Upon return of a district asset, the issuer needs to notify the DAM.

Attachment 1

Issuance of Rotary District 5890 Asset

Issue Date: _____

Asset Description: _____

Model No. _____

Serial No. _____

Person Issuing Asset: _____

Date Asset Returned: _____

Asset Received by: _____

Please forward this to: Derrill Painter, District Asset Manager, 15026
Grassington Dr. Channelview, TX 75530

derpaint@yahoo.com, 832-473-5729 cell

Attachment 2

Purchase of Rotary District 5890 Asset

Purchase Date: _____

Asset Description: _____

Model No. _____

Serial No. _____

Purchase Receipt: YES _____ NO _____

Owner's Manual: YES _____ NO: _____

Registration Information: YES _____ NO: _____

Person Purchasing Asset: _____

All asset information, owner's manual, registration information, and purchase receipt forwarded to the District Asset Manager by:

Name

Date

Please forward this form to: Derrill Painter, District Asset Manager, 15026 Grassington Dr. Channelview, TX 75530, derpaint@yahoo.com, 832-473-5729 cell

Rotary District 5890

Asset Inventory

	A	B	C	D	E
1	Number	Number	Model Number	Serial Number	Location of Asset
2					
3	1	Set (3) of Feather Flags	PTH-8H		DG Scott Rainey
4					713-724-8595
5					
6	2	Rotary 10'X10' Tent w/full back, logos on both sides, has two one fourth sides w/ logos printed, matching table cloth and flag			PDG George Yieter
7					832-610-7142
8					
9	3	D5890 Four-Way Test Retractable Banner			Tommie Buscemi
10					281-359-7194
11					
12	4	D5890 Join Us Retractable Banner			Tommie Buscemi
13					281-359-7194
14					
15	5	D5890 Oject of Rotary Retractable Banner			Tommie Buscemi
16					281-359-7194
17					
18	6	D5890 Rotary Pop Up Tent			Tommie Buscemi
19					281-359-7194
20					
21	7	Go Pro Camera	Hero Session	FCC ID: CNFHRP1	Mark Solano
22					832-248-7704



D5890 Four-Way Test Retractable Banner



D5890 Join Us Retractable Banner



D5890 Object of Rotary Retractable Banner



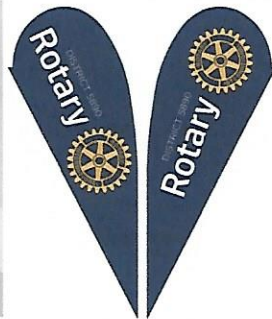
District Tablecloth



District Tent & Tablecloth



Rotary Tent District 5890 1



Rotary Tent Tear Drop Flaps



Feather Flags



D5890 Pop Up Tent



Go Pro Camera