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
<table>
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<th>B</th>
<th>C</th>
<th>D</th>
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<td>Serial Number</td>
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