

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RF-227.2

TITLE: Equipment Loaned to Governmental Agencies etc.I

EFFECTIVE DATE: 7/20/24

AUTHORIZED BY: Board of Trustees

This procedure shall apply to REACH for Tomorrow.

1.0 Intent

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

2.0 Master Record

- 2.1 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.