

Ingersoll Support Services Inc.

Policy: Inventory Control

Policy # A 6¹

Section: Administration

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement - yes

The Executive Director will ensure that an annual inventory of the physical assets of Ingersoll Support Services is undertaken.

Procedure:

1. Assets consist of all items of property such as household and office supplies of a minimum of \$ 500.00 value, all housing and commercial real estate, and all vehicles.
2. Assets are to be identified and a list maintained.
3. Serial numbers, original purchase prices, invoices and warranties on all property of considerable value are to be filed at the administrative office.
4. Assets are not to be transferred without the approval of the Executive Director or designated representative.
5. Assets are to be entered into inventory at purchase, verified at the time of annual count, and removed from inventory at the central office when used or discarded.
6. Damage to, or loss of agency assets are to be reported immediately to the appropriate supervisor.

¹ Policy A5 has been re-located to Board Governance, B 10.