

Attaches To: (see bottom of page 1, Object(s): Job Description, Etc. Applied To)

Policy Attributes:

Policy Title:	Asset management Policy
Policy Reference:	PL.1
Policy Type:	<input type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other

1. All Assets are recorded in the asset log that includes a description of the property, a serial number or other identification number, the source of the funding for the property (including the Federal Award Identification Number (FAIN), who hold title, the acquisition date, and cost of the property, the percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
2. We conduct a physical inventory of the property and reconcile the inventory with the property records at least once every two years.
3. All property should be stored in a secure or supervised manner to prevent loss, damage, or theft of the property. Any loss, damage, or theft will be investigated.
4. Adequate maintenance procedures must be developed to keep the property in good working condition.
5. If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Description:

Purpose:

Scope:

Job Description Object(s) Applied To:

Reference	Job Description (JD) Title(s)
JD.90	Chief Financial Officer
JD.69	Chief Operations Officer
JD.71	Finance Manager
JD.63	Finance Secretary

Template Object(s) Applied To:

Reference	Templates (TP) Title(s)

Revision History:

Revision #	Date of Change	Description of Change	Authorized By
1.1	N/A	Launched Object	