



Interagency Committee of State Employed Women

Procedure: 220.1

Procedure Name: Supply and Asset Management

PROCEDURE

1. The treasurer will keep an inventory of supplies and assets owned by the ICSEW that exceed the monetary value of \$25 (ICSEW Inventory Workbook). Quickly used office supplies (e.g., pens, post-its, tape, etc.) shall not be included in the inventory.
2. The ICSEW Inventory Workbook (inventory) will include a list of supplies and assets, the name of the committee member responsible for the item(s), their physical location, and phone number.
3. Committee members responsible for committee supplies and assets will report their location and quantity to the treasurer when any changes occur.
4. Copies of receipts for newly purchased items shall be submitted to the treasurer for inclusion to the inventory.
5. Donated items will be reported to the treasurer for inclusion to the inventory list.
6. The treasurer will review and update the inventory quarterly to make sure accurate information is available for review.
7. In July of each year, the treasurer will reconcile the inventory by contacting committee members responsible for committee assets to determine the current location, quantity, and status of each item.
8. When there is a change in treasurer, the outgoing and incoming treasurers must review and reconcile the inventory together. The incoming treasurer will sign, date, and save a pdf copy of the ICSEW SharePoint, Treasurer Folder and attest to the accuracy and completeness of the inventory at their first executive board meeting, to be recorded in the meeting minutes.

RELEVANT LAWS/RESOURCES

ICSEW Inventory Workbook (Location: ICSEW Executive Board, Position: (1) Folder)