



## Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 220

Policy Name: Supply and Asset Management Policy

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### **PURPOSE**

This policy and procedure outlines the process of recording and tracking of committee supplies and assets. The purpose of this policy is to establish a process for identifying and tracking supplies and assets of the ICSEW.

### **SCOPE**

This policy applies to all supplies and assets purchased with ICSEW funds.

### **POLICY**

The ICSEW shall account for all supplies and assets purchased with ICSEW funds for the ICSEW.

### **RELEVANT LAWS/RESOURCES**

[ICSEW Inventory Workbook](#) (Location: ICSEW SharePoint, Executive Board, Position (1) Folder)

Revised Date: 5/1/2017

Board Approved:

Committee Approved:

Policy #: 220

Page 1 | 1