Interagency Committee of State Employed Women (ICSEW)

Policy No.: 220

Policy Name: Supply, Merchandise and Asset Management

PURPOSE

This policy outlines the process for identifying recording and tracking of committee supplies, merchandise and assets.

SCOPE

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

POLICY

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

The chair, vice chair, executive secretary and treasurer ("Executive Leadership") will keep an inventory of supplies, merchandise and assets owned by the ICSEW that exceed the monetary value of $25. Quickly used office supplies (e.g., pens, post its, tape, etc.) shall not be included in the inventory. Inventory will be located on the OFM-Teams-ICSEW-Executive Board Team, Financial Channel.

RELEVANT LAWS/RESOURCES

OFM-Teams-ICSEW-Executive Board Team, Financial Channel, **ICSEW Inventory**