Interagency Committee of State Employed Women (ICSEW)

Procedure No.: 220.1

Procedure Name: Supply, Merchandise, and Asset Management

PROCEDURE

1. The ICSEW Inventory will include a list of supplies, merchandise and assets, and their physical location.
2. ICSEW members using ICSEW supplies, merchandise and assets will report the quantity used and quantity remaining to the chair, vice-chair, treasurer, and executive secretary (“Executive Leadership”) when any changes occur, and Executive Leadership will update Inventory to reflect changes.
3. Copies of receipts for newly purchased items submitted to the treasurer shall be verified by Executive Leadership to ensure the items are added to the inventory list.
4. Donated items will be reported to the Executive Leadership to ensure the items to the items are added to the inventory list.
5. The Executive Leadership will review and update the inventory quarterly to make sure accurate information is available for review.
6. Any board member may purchase supplies and assets as needed for their committee and committee activities with the final approval of Executive Leadership.
7. In July of each year, at least two members of Executive Leadership will reconcile the inventory by collaborating with the executive board to determine the current location and quantity of each item.
    a. Once reconciled, merchandise used for tabling events, in person meetings and events can be purchased in the first fiscal quarter with collaboration from the Engagement Sub-Committee.
    b. Smaller merchandise purchases can be made throughout the year, if funds are available.
    c. All purchases will follow the Contracting Purchasing Policy and Procedure.
8. When there is a change in Executive Leadership, each outgoing position will review the inventory with the incoming position.

RELEVANT LAWS/RESOURCES

OFM-Teams-ICSEW-Executive Board Team, Financial Channel, ICSEW Inventory
210 Contracting and Purchasing Policy
210.1 Contracting and Purchasing Procedure