



## PNAVA Policies and Procedures

### Inventory Policy

Policy Number: 1.11 Reviewed: 10/2021 Revised: 10/1021 EB Reviewed & Approved: 1/2022 Original Date: 8/2017
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#### **PURPOSE**

To provide accountability of the equipment and tangible properties of PNAVA through prompt endorsement and monitoring of equipment and supplies.

#### **POLICY**

1. The Budget and Finance committee Chair shall be accountable for all equipment and tangible properties of the association.
2. There shall be an established process of record keeping and physical inventory of all tangible properties and equipment annually.

#### **PROCEDURE**

1. A complete record of inventory of tangible properties, supplies, and equipment shall be accounted for at the end of each fiscal year.
2. Tangible property of the association that is missing, broken or lost shall be noted on the inventory list as such for accountability purposes.
3. Current PNAVA member assigned to the safekeeping of equipment/property shall be held accountable for the property, i.e. Location and condition.
4. The inventory record of equipment/property shall include the following;
  - a. Date of purchase
  - b. Type of equipment/property
  - c. Description of equipment/property
  - d. Location of equipment/property
  - e. PNAVA member responsible for the property
  - f. Annual date property accounted for

#### REFERENCE (S)



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## PNAVA Policies and Procedures

### ATTACHMENT(S)

1. INVENTORY FORM
2. Revision History



## PNAVA Policies and Procedures

### Attachment 1: Inventory Format

#### INVENTORY

Number	Date of Purchase	Type of Equipment	Description	Location	Members Name	Condition of Equipment



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### Attachment 2: Revision History

Original Author: Norma D. Bariso  
President: Hilo Donato Laxa 2017  
Reviewed by: P&P Committee 2017  
Revised by: P&P Committee 2021  
President: Catherine Paler 2020-2022