

Manual of Instruction

Section Name: Structure & Organization

Section Number: 3.03

Title: Equipment Guidelines

Description: New York State Women, Inc. (NYSWI) may purchase or receive donations of equipment. These guidelines are to ensure that such equipment is used solely for NYSWI purposes and that such equipment is properly maintained and inventoried.

- All equipment belonging to NYSWI will be listed in a comprehensive inventory including the following information:
 - General description
 - Manufacturer, Model Number, Serial Number
 - Date of purchase, cost and estimated usable life
 - Vendor – Name, address, and telephone number
 - Member who has physical possession of the equipment

- All equipment shall be labeled as “Property of NYSWI”

- Equipment on loan shall be assigned to a NYSWI member who must sign a letter of agreement stating they will be personally responsible for the equipment and will return the equipment in good repair when it is no longer needed by them for the stated purpose.
 - The letter of agreement will be signed by both the borrower and the NYSWI President.

 - The letter of agreement must contain a description of the item on loan, including the model number, serial number, and manufacturer.

 - The letter must state the purpose of the loan and contain a date for returning the equipment.

- If the equipment is damaged through no fault of the borrower, or in need of repair, the borrower must immediately notify the NYSWI president for authorization to have the equipment repaired.

Included in Toolkit

For more information go to:

TK 3.03 Equipment Agreement

Date of Board Approval: 03/04/12

Effective Date: 03/04/12