

CVRAC Inventory and Equipment Standard Operating Procedure

Purpose:

To track equipment purchased for the CVRAC Office and for Disbursement to CVRAC entities with CVRAC Funds.

Procedure:

1. All purchases are approved by the Board of Directors
2. The Executive Director will be responsible for keeping track of all equipment that is kept at the CVRAC Office.
3. Any equipment or supplies that are sent to entities will be the responsible of that entity.
 - a. An equipment list must be kept on all equipment and supplies at that facility
 - b. A separate list will be kept for each type of funding used to acquire the inventory (Example: HPP, Tobacco, RAC, ECT).
 - c. Each inventory items will have a tag or label to identify the item with specific information to that item such as year purchased and an identifying number.
 - d. The list will include a description of the equipment, the identifying number and location of where it is kept or used.
 - e. All lists will be updated as equipment is received and made available to the RAC office when requested.
4. The Executive Director will keep a copy of all equipment list of each entity on file in the CVRAC office.