

F - Capital Asset Tracking

HCU officers and staff will track items of significant value

Article I – Declared Capital Assets

Section 1 **Value Threshold** - Any single item that has a purchase value of more than \$1000 will be declared a capital asset. These assets will be tracks as a financial asset and reported on the yearly audit.

Section 2 **End of Life** - When a capital asset reaches the end of its useful life, the HCU Executive Board will determine how to dispose of the item. The approved options are:

1. Donate to a charitable organization.
2. Render useless and recycle or trash item.

Article II – Item Tracking

Section 1 **Tracked Items** - The inventory of items owned by HCU will be maintained. This includes any non-consumable or promotional items. The following items must be tracked:

1. Office Furniture
2. Tools
3. Electronic devices
4. Computers
5. HCU branded T-shirts

Section 2 **Serialized Items** - Any tracked item with a serial number will have that number recorded with the make and model of the item.

Section 3 **Equipment checkout** - Items that leave the office in the possession of an officer will be tracked. Officers are expected to return the device at the end of their term of office. Items not returned will be treated as theft of HCU property.

END OF POLICY

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