

**Adoption Date: 12/2/22**

**Binghamton Auxiliary Services Corporation**

**INVENTORY POLICY**

**SUPERCEDES PAYROLL POLICY APPROVED ON 2/7/2020**

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**Purpose/Overview:** Inventory Policy establishes a process for the recording, identification, and accountability for stewardship of corporation resources.

**Policy:** The Inventory Policy establishes a process for the recording, identification, and accountability of all Binghamton Auxiliary Services Corporation (BASC) and BASC affiliate owned inventory, furnishings and movable equipment items having a real value or minimum cost of \$5000 each and a life expectancy of over one year.

BASC shall utilize an appropriate property and equipment control system to meet the need for detailed information as to particular identification of the inventory, furnishings or equipment and the costs, depreciation, assignment and location of the assets. The Executive Director, or an appointed designee, who is not responsible for the day-to-day custody of equipment, shall conduct the annual inventory of all equipment assigned to each divisional/unit location. The responsibility for inventory, furnishings or equipment accountability is assigned to the appropriate unit head.

This policy requires:

- a) All furnishings or equipment to be brought under control valued at \$5000 shall be identified by a serial number affixed to each item.
- b) Equipment control records shall be maintained for each item of equipment identified by a serial number.
- c) Periodic physical inventories, at least once annually, shall be taken of all items of equipment placed under serial number control.
- d) Equipment utilization controls shall be maintained for significant items, whether they are in the form of daily usage records or simple periodic observations to provide a safeguard against loss and to facilitate effective utilization.
- e) Cost and devaluation of all inventory items must adhere to generally accepted accounting principles. Disposal of devalued inventory is subject to the approval of the Executive Director or designee.
- f) No item of equipment should be permitted to leave the premises without documentation signed by the proper authority for purposes related to the business.
- g) Unit heads shall be administratively responsible for the equipment assigned to the unit. The equipment assigned should not be permanently transferred without written approval of this individual and the Executive Director or designee.