

INVENTORY AND EQUIPMENT

1. **Accountability:** Strict accountability of equipment and property is required to preclude loss or theft and to provide a continuous record of accountability from the time of receipt or purchase until the item is discarded or expended. Inventory lists will be turned in with the end-of-year report.
2. **Inventory report:** Each club will use the inventory report form. Inventories will be performed annually and then during the turnover of the Club President, both the outgoing and incoming president will be present at the inventory. All new items which are considered appropriate for inclusion as permanent custody record item will be added and lost or expended property will be surveyed.
3. **Custody records:** Individual custody records will be prepared for each item of property or equipment that has a value of \$50.00 or more. Each Club Sport is to develop and maintain a current file of the equipment. The current file should include as a minimum, the item description, quantity, and date of purchase or receipt. Lost or expended property must be surveyed.
4. **Condition of Equipment – Surveys:** Surveys are used for the expending of lost, destroyed or worn out equipment that is beyond use. Surveys are used to provide an administrative review of the condition of club equipment, the recommendation for disposition and the authorization to expunge the equipment from the records. A Survey request is required for all equipment which is to be removed from the club's inventory record (lost, destroyed, or worn out) that has a value of \$50.00 or more.

**WELLESLEY COLLEGE
INVENTORY REPORT**

Club Sport: _____

Date of inventory: _____

Club President: _____

Item nomenclature	Qty	Unit cost	Condition
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Remarks (Include an explanation accounting for any items on the last report NOT appearing on this report.)

Signature of Club President _____

Date _____