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NORTHEAST MISSOURI SWMD REGION C EQUIPMENT & INVENTORY CONTROL PRACTICES

It is the responsibility of the NEMO RPC SW Program Coordinator to maintain proper equipment records and to ensure that all items meeting the minimum cost of \$500 be properly documented. The responsibility for equipment accountability is assigned to the SWMD Board of Directors, the NEMO RPC Executive Director and the NEMO RPC SW Program Coordinator.

When equipment is acquired, either directly by the SWMD or a Sub-Grantee thru funding from the SWMD, the SW Program Coordinator will record the following on the Equipment Inventory List:

1. Name of Purchaser
2. Project # purchased under
3. Equipment type
4. Model # and/or year
5. Serial #
6. Purchase date
7. Cost/Secured amount
8. How Secured
9. Location

A disposition date will be noted on the Inventory List for all equipment disposed of directly by the SWMD. All equipment held by sub-grantees will be purged from the Inventory List at the end of the Security Interest period.