Standard Operating Procedure

1. Purpose

The Property Management Department has the responsibility to provide guidelines to be followed when adding items to an inventory on behalf of the Stockbridge-Munsee Community.

2. Scope

This procedure applies to all Capital Assets, Sensitive Property and Non-Sensitive Property purchased by programs, departments and enterprises owned, operated, or otherwise managed by the Stockbridge-Munsee Community.

3. Prerequisites

PM Form 1.

4. Responsibilities

Program, department and enterprise Property Custodians are responsible for contacting PM Staff for timely tagging of each new item.

5. Procedure

1. Once an item is received and is ready for tagging, the Property Custodian of that department must notify the Property Management staff of receipt of item.
2. Disposition/Addition of Property Request Form (PM Form 1) must be filled out completely and signed by the Property Custodian, with a copy of the Purchase Order attached.
3. PM Staff will tag item and collect PM Form 1 from the Property Custodian.
4. PM Staff will add the tagged item to the departments inventory as noted on PM Form 1.

6. References

Finance Policies and Procedures 6.0, 6.3

7. Definitions

Property Custodian refers to the person in each department that is responsible for all items on that departments inventory.

Documents: SOP short-form