

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Chapter Asset Management

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1. Purpose And Scope
 - a. To establish and maintain instructions by which the chapter controls its assets, such as personal computer hardware, software and peripherals.
2. References
 - a. APICS - The Association of Operations Management
3. Instructions
 - a. Web Based Chapter Asset Management
 - i. All non-cash assets will be recorded tracked and reported on the chapter web site's back office under Chapter Asset Maintenance. This form will be a password-protected .PDF file.
 - ii. The VP of Finance will be responsible for working with a board webmaster to keep this area updated at all times.
 - iii. All assets will be recorded in MS Excel or MS Word for easy updating.
 - iv. When an asset is signed out, the person signing out the asset is responsible for returning the asset in the same condition it was checked out.
4. If the asset is being eliminated, a statement will be listed on the record indicating what happened to the asset.

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document