

**WesternSFA Equipment/Assets Policy**  
**Approved November 2, 2007**

**I. ACQUISITION**

1. All corporate purchases over \$200 shall be approved by the WesternSFA Board of Directors prior to purchase
2. All equipment shall be clearly labeled "Property of WesternSFA"
3. All equipment shall be entered into the database maintained by the Corporate Quartermaster who shall be responsible for signing out any equipment used.

**II. USE ELIGIBILITY**

1. Equipment may be used for WesternSFA sponsored events.
2. Equipment may be lent to other organizations whose goals and purposes are approved of by WesternSFA upon request to and approval by the WesternSFA Board of Directors.
3. WesternSFA equipment shall not be used for personal events held by members.

**III. PROCEDURE FOR INTERNAL USE**

1. Conventions held by WesternSFA have full use of all WesternSFA equipment. It is recommended that the convention logistics department contact the WesternSFA Quartermaster 30 days prior to the event to facilitate equipment pick up and drop off. The person picking up the equipment will sign it out and the convention is responsible for its well being.
2. From time to time, WesternSFA may sponsor events at events held by other organizations which require use of WesternSFA equipment. In such cases the use must be approved by the board of directors. The person signing out the equipment for the event must be 21 years of age or older.

**IV: PROCEDURE FOR LENDING EQUIPMENT**

Equipment lent to other organizations must be lent with the written agreement that the borrowing organization is responsible for replacing or paying for any lost or broken equipment. Replacement must be of equal or greater quality to the broken/lost item. Payment must be equal to the current replacement cost. The person signing for the equipment must be an authorized agent of the organization borrowing the items.