|  |  |
| --- | --- |
| **Title:** Equipment Accountability | **Number:** N/A |
| **Cross Reference:** N/A |
| **Approved by:** NCENA Board of Directors | **Origination Date:** 1/2024 |
| **Revised by:** N/A | **Approval Date:** 1/2024 |
| **Reviewed:** N/A | **Revision Date:** N/A |

1. **POLICY PURPOSE:** The purpose of this policy is to define a guideline for a standardized approach on the use of equipment and supplies by North Carolina Emergency Nurses Association (NCENA) Board of Directors (Board) and NCENA members.
2. **POLICY BACKGROUND:** NCENA recognizes the need to standardize an approach for the use of NCENA equipment and supplies. The Board recognizes that the use of equipment by the NC ENA Board and membership should be secured so that expenses will be contained.
3. **PROTOCOL:**
	1. Computers:
4. Board members may be issued a computer for the duration of their officer term at the discretion of the Board.
5. All NCENA computers will be used for NCENA purposes only. No software will be loaded onto any NCENA computer without permission of the Board.
6. Board members issued computers are responsible to use them in a safe manner to prevent damage and to secure them at all times to prevent theft or loss.
7. Computer passwords are required and will be set by the individual Board member upon receipt. Passwords will be reset when the computer is turned in at the end of the Board members term.
	1. NCENA Equipment/Supplies (booth banners/tablecloths, projectors, etc)
8. Supplies are the property of NCENA and can be requested for use when representing NCENA at events approved by the Board.
9. NCENA equipment/supplies must be requested using the approved NCENA Equipment/Supply Request Form posted on the website. Requests should be made at least 30 days in advance, 60 days is recommended, to allow for Board approval and pickup coordination.
10. Once the request is approved, the requesting individual is responsible to coordinate pickup of the equipment/supplies with the appropriate board member.
11. All equipment/supplies must be returned to the appropriate board member within 14 days of the end of the event, unless otherwise authorized by the Board.
12. Travel costs for pickup and return are not reimbursable unless specifically approved by the Board.
	1. Records
13. The NCENA Secretary will maintain inventory records of all equipment, merchandise, display materials, and NCENA-branded items owned by the NCENA. Inventory log will include a minimum of the following:
	1. Item description to include identifiable information for each piece of equipment (i.e. model information, description, serial numbers, etc.).
	2. Quantity on hand
	3. Location/custodian of the item(s)
14. Inventory log will be verified a minimum of annually and any losses and/or discrepancies reported to the Board.