



POLICY

Property Inventory

In order for Pathways of Healing to fully account for all real property, the following shall be the board policy:

- This policy only applies to property that the organization will keep for the long-term (e.g. animal crates, vehicles, furniture). This policy excludes short-term property that is acquired periodically (e.g. office supplies).
- All real property shall be accounted for in the organization's records. These records account for when property is acquired and disposed. The property record template appears on page 2 of this policy.
- All real property acquisitions and disposals shall be approved by the board. Board approval should be done either shortly before or after the property acquisition or disposal so all board members are aware of the property.

This policy was approved by the Pathways of Healing board at the following meeting

APRIL 3, 2014



PROPERTY INVENTORY

PROPERTY DESCRIPTION

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DATE ACQUIRED

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HOW OBTAINED

Donation ?	YES ___ NO ___
	DONOR _____
Direct Purchase ?	YES ___ NO ___

COST

(If purchased by Pathways)

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DATE AND METHOD OF DISPOSAL

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PATHWAYS DONATION RECEIPT NUMBER

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COMMENTS

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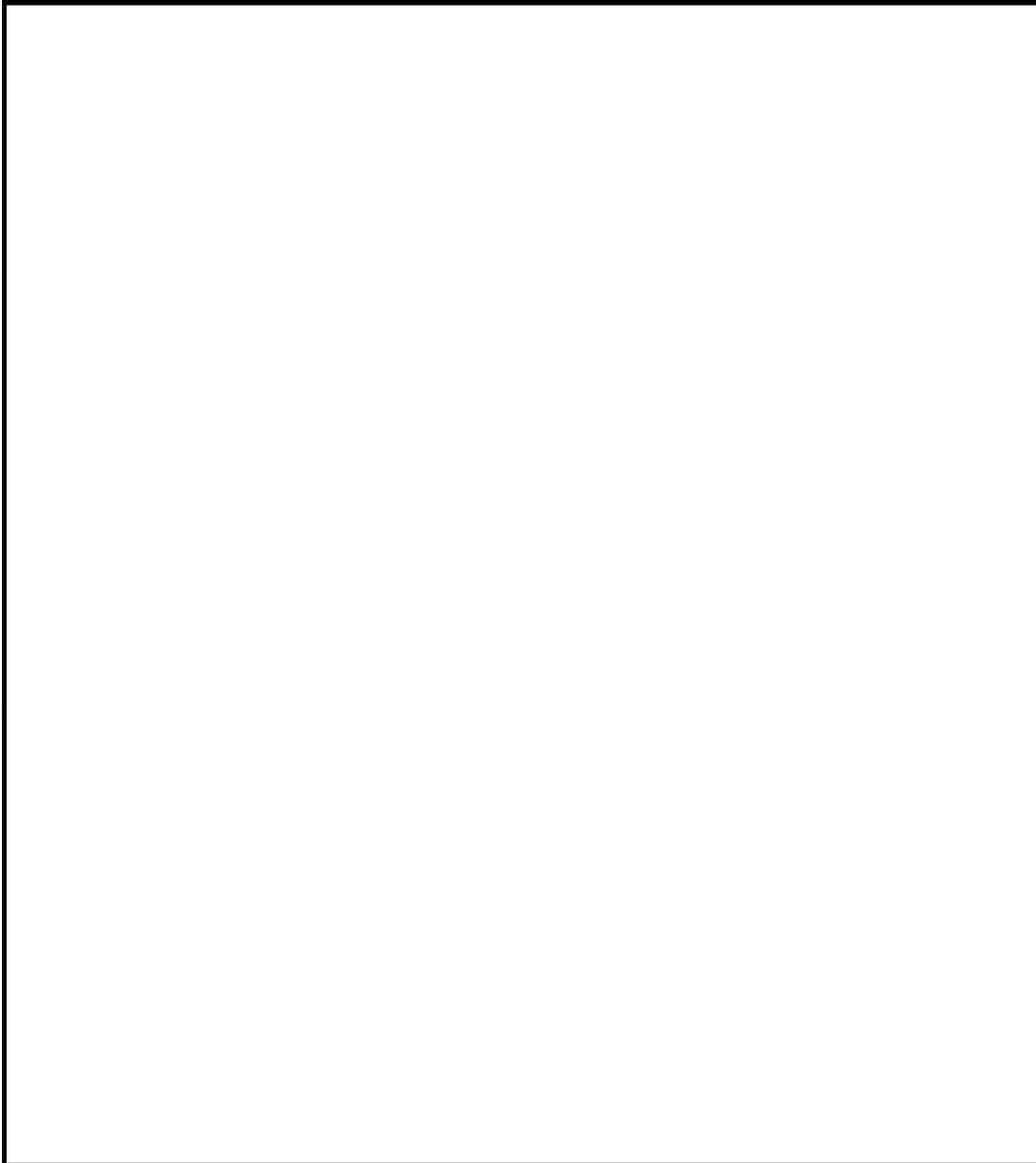


Pathways of Healing

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PROPERTY PHOTO



Property Inventory

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