



Master Gardener Foundation of Chelan-Douglas Counties

Asset Inventory Policy

The Foundation (MGFCDC) provides funding for various assets purchased for the use of the Chelan-Douglas Master Gardener Program and for the Foundation. Such assets are:

- Audio and Video (AV) equipment, such as sound systems and support stands, head-set and handheld microphones, audio wires, extension power cords, etc.
- Tablets for sales events, to include power charge cords, carry cases and Square (or other brand) devices.
- Tablets for the Plant and Insect Clinic, to include carry cases, power charge cords.
- Laptop Computer used by the Treasurer, to include power charge cords and external drives, etc.
- Printer and scanning unit used by the Treasurer, to include power charge cords, etc.
- Tools and Equipment used for gardens, stored in the shed at the CEG.

Inventory Process: The Foundation Board president shall ensure that inventory control is conducted when required. Inventory files will be maintained in digital format.

Loss of Asset: Any loss of an inventoried asset shall be reported to a garden or event lead

Surplus of Assets: Any asset being considered for surplus, must be deemed of no further use or value to the Program or Foundation. All items being considered to be classified as surplus must be approved by the Board.

Revised and approved 3-20-2024