Standard Operating Procedure

1. **Purpose**

The Property Management Department has the responsibility to provide guidelines to be followed when adding items to an inventory on behalf of the Stockbridge-Munsee Community.

2. **Scope**

This procedure applies to all Capital Assets, Sensitive Property and Non-Sensitive Property purchased by programs, departments and enterprises owned, operated, or otherwise managed by the Stockbridge-Munsee Community.

3. **Prerequisites**

PM Form 1.

4. **Responsibilities**

Program, department and enterprise Property Custodians are responsible for contacting PM Staff for timely tagging of each new item.

5. **Procedure**

1. Once an item is received and is ready for tagging, the Property Custodian of that department must notify the Property Management staff of receipt of item.
2. Disposition/Addition of Property Request Form (PM Form 1) must be filled out completely and signed by the Property Custodian, with a copy of the Purchase Order attached.
3. PM Staff will tag item and collect PM Form 1 from the Property Custodian.
4. PM Staff will add the tagged item to the departments inventory as noted on PM Form 1.

6. **References**

Finance Policies and Procedures 6.0, 6.3

7. **Definitions**

Property Custodian refers to the person in each department that is responsible for all items on that departments inventory.

Documents: SOP short-form