



TEXAS J

Regional Advisory Council

Standard Operating Procedure

SOP Title: **INVENTORY AND EQUIPMENT**
SOP NUMBER: **JRAC 1005**
SOP EFFECTIVE DATE: 6/09
SOP REVIEWED: 8/10; 7/11
SOP REVISED: 8/10, 02/15

SOP AUTHORITY STATEMENT:

To track equipment purchased for the TXJRAC Office and for Disbursement to TXJRAC entities with TXJRAC Funds.

OPERATING PROCEDURE:

1. All purchases are approved by the General Membership.
2. The Executive Director will be responsible for keeping track of all equipment that is kept at the TXJRAC Office as well as the entity where the inventory is housed.
3. Any equipment or supplies that are sent to entities will be the responsibility of that entity.
 - a. An equipment list must be kept on all equipment and supplies at that facility.
 - b. A separate list will be kept for each type of funding used to acquire the inventory (Example: Tobacco, RAC, ECT) at the TXJRAC office. This list will include a description of the equipment, the tag number, serial number (if applicable), and location of where it is kept or used.
 - c. Each item in the inventory will be labeled to identify the item and have specific information including, but not limited to, tag number, serial number (if applicable), and year of purchase.
 - d. All lists will be updated annually and whenever new equipment is received and should be made available to the TXJRAC office when requested.
4. The Executive Director will keep a copy of all equipment list of each entity on file in the TXJRAC office