

**STOCKBRIDGE-MUNSEE COMMUNITY**  
**Property Management Policy**

Subject: **Property Management**  
Issued to: All Manual Holders

Policy No PM-01-01.00  
Number of Pages: 3  
Date of Revision: 10-4-16  
Supersedes:

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Policy

It is the purpose of this document to establish a written standard to ensure that management of the Stockbridge-Munsee Tribe's (SMC) personnel and property is accomplished in a uniform manner to ensure integrity. Prudent inventory practices help protect the Tribe's investments in equipment, provide documentation needed for insurance coverage, audits and support various cost recovery methods associated with property of the Tribe.

Property Management (PM) maintains accountability for movable property within SMC and provides a benefit to each department in helping meet their operational objectives. PM provides assistance in handling any property management related issues that arise encompassing the time of purchase/acquisition through the property's disposition. PM is directly responsible for maintaining a yearly inventory of all SMC equipment, tagging property, assigning surplus/excess property, maintaining accurate inventory records and overseeing the disposal of non-utilized property.

Property covered by this policy includes all Capital Property, Sensitive Property and Non-Sensitive Property purchased by the Stockbridge-Munsee Community.

Property from the SMC enterprises are covered under this policy and include Pine Hills Golf Course & Supper Club, Mohican LP, Little Star Convenience Store and any other enterprises developed by SMC.

PM will maintain a property management system for all property owned by or in the custody of SMC including property in the custody of various programs including SMC enterprises.

No SMC official, employee, or agent of SMC shall knowingly use confidential information about SMC property, including acquisition or disposal, for actual or anticipated personal gain.

Categories of Property:

**Capital Property** is identified as SMC government or grant owned equipment that has a total acquisition cost of \$5,000 or more per unit and an anticipated service life of one (1) year or longer.

**Sensitive Property** is identified as property that is considered susceptible to being appropriated for personal use or which can readily be converted to cash and has a purchase price of more than \$500 per unit and less than \$5,000 per unit.

**Non-Sensitive Property** is identified as property that is considered susceptible to theft or would be easily walkable and can be converted to cash and has a purchase price of less than \$500 per unit.

### Insurance Coverage:

All property must have appropriate and adequate insurance coverage(s), and all insurance coverage is the responsibility of the property custodian.

### Purchasing:

When SMC Departments, Programs and/or Enterprises purchase property, they must follow all approved Purchasing Department and Finance Department policies.

Following the receipt of property, PM will add the purchased property to Property Management Inventory and place a pre-numbered property tag on the item if possible.

### Disposition:

Property custodians are held accountable for property assigned to their department. This includes reporting any changes in property to PM using Disposition/Addition of Property Request Form (PM-Form 1).

Property Custodians must also report the disposition of property in cases of surplus/excess, damaged or missing with PM-Form 1.

Disposal of property must be approved by the Tribal Council. PM will carry out final disposition of Property upon approval from the Tribal Council. Disposal will be accomplished in the safest and most economical manner possible.

PM maintains a record of all disposed property.

### Surplus/Excess Property:

SMC Departments, Programs and Enterprises that no longer have a need for property that has been assigned to them must complete a PM-Form 1 and submit to PM. Once this form is completed and turned in to the PM this item is no longer the responsibility of the property custodian that filled out the PM Form 1 and it will be removed from their inventory.

Further disposition of surplus/excess property will be recorded and approved by the Chief Financial Officer. Property will retain its permanent SMC property tag number.

When property is relocated from one physical location to another within a department the property custodian of that department should notify PM via email so the location can be updated on that departments inventory.

### Physical Inventory:

Semi-Annually, a physical inventory will be completed by PM.

### Loaning or Borrowing of SMC Property

Under no circumstances shall SMC property be loaned to individuals or entities outside of SMC.

### Off-Site Use of SMC Property

**For the purpose of this policy, off-site use means when any SMC property is taken from the location listed on that departments inventory for work related activities. This includes temporary and long-term off-site use.**

In the event that SMC property is required or needed to be used off-site, (i.e.: a laptop needed for a meeting at another location) an Off-Site Use of SMC Property Form (PM-Form 5) must be filled out by the property custodian, signed by property custodian, staff member using property and appropriate supervisor.

The PM-Form 5 will be retained by the PM for the duration the property is off-site and it is the Property Custodians responsibility to report when the property is no longer being used off-site.

Justification for the staff using the SMC property at a location other than on SMC property should be included so the SMC insurance coverage will apply to those pieces of equipment the same as it would if they were located on SMC property.

Damage due to abnormal use to SMC equipment or property while being used off-site will be the responsibility of the person who is using the property off-site.