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|                  | <b>FINANCE Department<br/>Property Management Function</b> | <b>Document #</b>                | PM-02-03.00   |
|                  |  | <b>Implementation Date</b>       | 12/07/2016    |
|                  |  | <b>Last Reviewed/Update Date</b> | 12/07/2016    |
| <b>Page #</b>    | 1 of 2   | <b>Approval</b>                  | 12/06/2016    |
| <b>SOP Owner</b> | Property Management  |                                  | Damaged Items |

## Standard Operating Procedure

### **1. Purpose**

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

### **2. Scope**

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

### **3. Prerequisites**

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PM Form 1.

### **4. Responsibilities**

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The Property Custodian of the department is responsible for contacting PM Staff for proper paperwork to remove such items from that departments inventory as well as proper pick-up of items.

### **5. Procedure**

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1. Once an item is deemed damaged by a department and PM Form 1 has been filled out by the Property Custodian the item is picked up if item is not requested to be cannibalized, and then item is removed from that departments inventory.
2. PM Staff will either pick up or set up the pick of non-cannibalized items.
3. PM Staff will dispose of item properly.

### **6. References**

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Finance Policies and Procedures 6.0, 6.3

### **7. Definitions**

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Damaged item means an item that a program, department or enterprise is unable to fix or repair either due to cost or age of item or that has been damaged beyond repair.

Cannibalization is the act of disassembling or dismantling making the property unable to perform its intended use.

Documents: SOP short-form



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