

MOWW® | CHAPTER PROPERTY MANAGEMENT (OPTIONAL)

Chapter Inventory Management

This optional but recommended form facilitates property management by helping to ensure accountability and documentation are in place

1. CHAPTER INFORMATION

MOWW Chapter Name: _____ Chapter Fiscal Year (From - To): _____

2. TYPES OF PROPERTY (PERSONAL PROPERTY & REAL PROPERTY)

Chapters may have property that is either personal property or real property. Each type is treated differently under the law. Personal property is movable property. It is anything that can be subject to ownership, except land. Real property is immovable property, e.g., land and anything attached to or part of the land. MOWW chapter property belongs to the owner, i.e., the membership of the MOWW chapter.

3. INVENTORY MANAGEMENT (INVENTORY CONTROL, REPLENISHMENT & REPORTING)

- Chapter commanders should appoint a Chapter Property Manager and Assistant Chapter Property Manager. They are responsible for controlling, managing, and safeguarding chapter property, and for conducting a chapter property inventory each chapter fiscal year.
- The Chapter Property Manager/Assistant Chapter Property Manager should submit an Property Inventory Report to the chapter commander NLT 30 days after each FY ends. This report should document the chapter property status and be coordinated with the chapter treasurer before submission to the chapter commander. When lost, damaged or unaccountable chapter property occurs, a "Report of Survey" should result. The report of survey documents the circumstances concerning the loss, damage, or destruction of chapter property and serves as or supports a voucher for adjusting the property from accountable records. It also documents a charge of financial liability assessed against individuals or entities or provides for relief from financial liability.
- A. Chapters should maintain an inventory of its property so full accountability of said property may be demonstrated at any time. This also applies when any individual or entity other than the Chapter Property Manager or Assistant Property Manager specifically has temporary physical possession of chapter property. When possible, all chapter assets should be permanently marked to indicate chapter ownership. Chapters are encouraged to develop local inventory management documents to control, manage, inventory, transfer, and dispose of chapter property.
- B. Inventory Management Forms. Chapters may use locally developed Excel spreadsheets, etc., to assist in inventory management. Inventory management forms should include the following headings:
 - 1) Item Name
 - 2) Item Description
 - 3) Quantity On Hand
 - 4) Quantity On Order
 - 5) Quantity Received
 - 6) Cost
 - 7) Storage Location
- C. Property Receipts. When custody of chapter property is conveyed from the accountable chapter Property Manager or Assistant to any other person or activity, the Chapter Property Manager or Assistant should ensure the individual or activity temporarily in possession of the chapter property completes a "Receipt for Property" (e.g., a Word.doc). Said Receipts of Property must include the text, "I understand that I am personally accountable for the property listed and above that I shall be held financially liable for loss or damage unless otherwise relieved of responsibility by Report of Survey," and the following information:
 - 1) Item Name
 - 2) Item Description
 - 3) Quantity
 - 4) Unit Price
 - 5) Cost
 - 6) Chapter property custodian name, organization, telephone
 - 7) Property recipient name, organization, telephone
 - 8) Approval Official (name, organization, position, signature, telephone, and date)

4. CHAPTER CLOSURE ACTIONS (INVENTORY SALES, GIFTS, TRANSFERS & DISPOSITION)

Upon an Executive Committee of the General Staff's (EXCOM) decision to withdraw a chapter's charter and close the chapter, the last sitting chapter commander of the closed chapter will ensure an property inventory and reconciliation is done. After said inventory and applicable Reports of Survey, etc., are completed, and subject to a majority vote by the former chapter's members, the chapter commander may direct the transfer or otherwise dispose of the former chapter's property as approved by the chapter's membership.

5. CERTIFYING CHAPTER OFFICERS (RETAIN THIS COMPLETED FORM & RELATED SUPPORTING "FORMS" IN PERMANENT CHAPTER RECORDS)

CHAPTER PROPERTY MANAGER (OR ASSISTANT) SIGNATURE DATE

CHAPTER COMMANDER SIGNATURE DATE

PRINT THE FULL NAME OF THE CHAPTER PROPERTY MANAGER (OR ASSISTANT)

PRINT THE FULL NAME OF THE CHAPTER COMMANDER