

Baltimore Research and Education Foundation, Inc.	Equipment Policy	No.	50
		Effective Date	06/17/2009
		Revision Letter	A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will handle equipment.

2.0 Scope

This policy applies to BREF equipment.

3.0 Policy

3.1 **Equipment purchased with Baltimore Research and Education Foundation funds is the property of the Foundation.** The equipment will be tagged as BREF property and inventoried as to its location. An internal audit will be made annually on all equipment. The auditors retained by BREF may also ask for a physical review.

3.2 Foundation funds are not to be used to purchase accessories for any personally owned equipment. Foundation funds may not be used to repair any personally owned equipment.

3.3 Maintenance costs are to be paid out of individual research project funds. Property insurance will be handled through the BREF office. Lost or stolen equipment should be reported to the BREF office immediately.

3.4 Investigators may not sell, donate, or gift equipment purchased with BREF funds.

3.5 If the investigator would like to take equipment offsite or have it moved from its original location, BREF must be notified. Appropriate forms must be completed and approved before equipment can be moved.

3.6 If an investigator with BREF purchased equipment leaves his/her position with the VA or with BREF, the equipment must be returned to BREF Administration.

3.7 If equipment is no longer in use or is determined to be obsolete it must be returned to BREF.

3.8 Before disposal of BREF-owned equipment, sensitive data and programs will be removed.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/18/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	No revisions. Policy approved at BREF Board meeting held 1/26/2011.

BALTIMORE RESEARCH AND EDUCATION FOUNDATION, INC

MAIL STOP 151 • 10 NORTH GREENE STREET • BALTIMORE, MARYLAND 21201

(410) 605-7130 • (410) 605-7906 (fax)

TO:

FROM: Shirley Rutledge

SUBJECT: BREF Equipment Tag

DATE:

Please apply the attached property tag to the recently purchased equipment listed below.

In addition, please sign that you have read the BREF Equipment Policy, note the equipment's serial number if it is not indicated below and return this form to the BREF office.

Property Tag #:

Vendor:

Description:

EQUIPMENT POLICY

1. **Equipment purchased with Baltimore Research and Education Foundation funds is the property of the Foundation.** The equipment will be tagged as BREF property and inventoried as to its location. An internal audit will be made annually on all equipment. The auditors retained by BREF may also ask for a physical review.
2. Foundation funds are not to be used to purchase accessories for any personally owned equipment. Foundation funds may not be used to repair any personally owned equipment.
3. Maintenance costs are to be paid out of individual research project funds. Property insurance will be handled through the BREF office. Lost or stolen equipment should be reported to the BREF office immediately.
4. Investigators may not sell, donate, or gift equipment purchased with BREF funds.
5. If the investigator would like to take equipment offsite or have it moved from its original location, BREF must be notified. Appropriate forms must be completed and approved before equipment can be moved.
6. If an investigator with BREF purchased equipment leaves his/her position with the VA or with BREF, the equipment must be returned to BREF Administration.
7. If equipment is not longer in use or is determined to be obsolete it must be returned to BREF.

I have read and understood the terms of the equipment policy.

PI Signature

Date

BALTIMORE RESEARCH AND EDUCATION FOUNDATION

Request to take BREF Property Off-Site

TO: David E. Johnson, Ph.D.

FROM:

DATE:

Re: Equipment Description

Property Number

Responsible Investigator:

I am requesting permission to take the above listed property from its permanent location in the Baltimore VA Medical Center, Room Research to the temporary location:

I acknowledge that the item is inventoried property belonging to the Baltimore Research and Education Foundation and that I agree to return the property at any time at the request of BREF or its auditors.

Principal Investigator

Date

APPROVED:

David E. Johnson, Ph.D., Executive Director

Date