ASI POLICY STATEMENT #206

POLICY CONCERNING NON-CONSUMABLE ITEMS

All non-consumable items purchased with ASI funds shall remain the property of ASI.

Non-consumable items shall be defined as items with a useful life of over one year. This includes any item purchased for the purpose of research that will not be exhausted in the course of the research.

Distribution of Non-Consumable Items

The program or funding council whose funds were used to acquire non-consumable items will work in conjunction with the ASI Vice President of Finance to determine where the items will be distributed once the initial purpose, project or research involving the items has been completed. While the final decision as to the distribution of the items remains at the discretion of the program director or funding council chair and the VP of Finance, all effort should be made to reuse the items for another purpose, project or research that is pursuant to the goals and policies of ASI.

At the end of each semester, each program or council will present to the VP of Finance a report listing all non-consumable items purchased with ASI funds during the previous semester. This report should also include information regarding the distribution of each of these items. This report will remain on file in the ASI Accounting Office.

Funded and Funding Councils wanting to purchase non-consumables must receive approval from the Vice President of Finance.