

21.04 Inventory and Security of Technology Devices

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain an inventory of all technology devices and to store all such devices in a secure location.

Procedure:

All technology devices that are not currently in service will be maintained in a location under the control of the Director of Communications.

Employees are permitted to sign out technology equipment for official business purposes. A Keys/Property Issued Form shall be completed, including the equipment ID number and description, date out, expected and actual date of return, and the borrower's name. Completed forms will be maintained by the Director of Communications.

The Director of Facilities or the Director of Communications will be notified within 24 working hours if any item is lost, stolen, or damaged. A replacement item may be ordered following Section 21 Policy, *Technology Purchases and Licensing*. The cost of the replacement item will be charged to the borrower.

All computer software is managed and physically maintained by the Director of Communications. The lending or copying of Goodwill software is prohibited.