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Asset Loans

DOCUMENT CONTROL

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TITLE

Asset Loans

PURPOSE

The loan of assets between the State Office, members of staff, Branches and Sub Clubs must be recorded for security. All loans of SSAA Vic assets are at the discretion of the CEO or his delegate.

SCOPE

State Office / Branches / Sub Clubs

OBJECTIVE

Procedure

POLICY DETAILS

For any loan, a signed letter of authorisation must be completed by both parties (the lender and borrower) outlining:

- The asset being loaned
- The anticipated period of the loan
- The person/s who will be responsible for the safekeeping of the asset whilst on loan

A copy of the signed letter of authorisation of the loan must be kept by both parties until the asset has been returned and it established that the asset is in the same condition it was when lent.

Loans must recorded prior to any physical movement of loaned items away from the usual location. Only members of staff who hold relevant financial delegation may give approval for a loan.

All borrowers will be fully responsible for the asset whilst it is under their control and they will return the asset in a satisfactory and working condition. In the event of loss or damage to the asset, they will be liable for the replacement/repair of the borrowed asset if they are negligent in securing or operating the asset.

ASSOCIATED REFERENCE / DOCUMENTS

None