



Washington State Association of Permit Technicians

Laptop – Printer – Camera Policy

The following policy covers the equipment described below which is the property of the Washington State Association of Permit Technicians:

- Dell Inspiron-100 Notebook
Serial Number V6PXH-QXPDH-TMJ8K-P8JMH-8YRXY (recorder)
- Dell Inspiron -1501 Notebook
Serial Number LBL P/N:UT153A01
- CANNON i-70 Bubble Jet Printer - Serial Number XADV 16934
- Nikon LS Digital Camera

The items listed are the sole property of the Washington State Association of Permit Technicians. The Recorder for the Association shall be responsible for the care and maintenance of the Dell 100 notebook, Cannon printer and Nikon Camera. The Treasurer for the Association shall be responsible for the care and maintenance of the Dell 1501 notebook. Items shall be kept for the duration of his/her elected terms.

The Recorder and Treasurer shall make available at every Board and Semi-Annual Meeting the use of the above items for any Executive Board Member. Committee Chairs with the approval of the Executive Board may also use the equipment for an agreed upon time and return date. The Recorder and Treasurer shall keep accurate check out and check in records for the use of the above items and inspect each item returned to make sure items have been returned in the same condition as given out.

Any items that are returned damaged will be reported to the Executive Board. It will be up to the Executive Board to determine if such damage was a miss-use of equipment and levy any maintenance or repair costs to the member who caused such damage.

The Recorder shall keep all records and minutes of the corporation within the computer system as well as back up discs. The Treasurer shall keep all the accounting records of the association on the designated computer for that position as well as back up discs.

WSAPT does not have an account for Internet services. It is up to each Board or Committee Chair to use personal internet account if available as well as the cost to service such accounts. At this time, the Association will not reimburse members to open or use existing Internet accounts.

The items listed are to be used for the business at hand of the Association and not to be used for any private business of any member or other persons.