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## Inventory Policy – CAW Local 2245

May 2011

### Purpose:

This document will provide direction and guidance for the purpose of calculating and evaluating the current value and depreciation of equipment held by Union officers for the express purpose of providing service to the members.

### General Rules:

This document will be reviewed and amended as needed at Executive Board meetings and by delegates at convention.

### Application:

This document shall apply to all Executive Officers (as defined by CAW National Constitution Article 35 Section 3(a)), and individuals employed by the Local, as well as all committee members and members at large.

### Definitions:

Global inventory: items which are purchased by the union with an original value less than \$500.00 which are transferable back to the union (on request).

Capital inventory: items which are purchased by the union with an original value of \$500.00 or more which are recorded as assets for accounting purposes.

### Inventory Calculation:

CAW Local 2245 will use a basic depreciation practise based on purchase cost of item divided by the number of useful years. Below is a list of items and the years in which will be used for depreciation of assets.

Item	Years
Computers	3
Cell phones	2
MFD	3
Phone	5
Furniture/filing cab	5
Electronic accessory	5