



Handcrafted Soap Makers Guild, Inc.

ORGANIZATIONAL POLICY

Important Files and Documents

June 30, 2009

The HSMG Administrative Office is the sole repository of all important documents and files of the HSMG. Important documents consist of any legal documents, contracts, insurance policies, major purchases, or any other papers which record HSMG obligations, agreements or major financial transactions.

When a person negotiates a contract or major purchase on behalf of the HSMG and the contract or purchase is appropriated approved according to the HSMG policies, the person must send the original signed contract with all necessary supporting documentation to the Administrative Offices with directions as to how it should be filed. The HSMG representative handling the transaction on behalf of the HSMG should keep a copy of the contract and all supporting documents for use in dealing with the vendor.

All contracts should used the official address of the HSMG as the address on the contract, and be in the name of the corporation.

Major purchase are those items which are purchased for use by the HSMG over a period of time and qualify as assets of the organization. Items like projectors, radios, or other equipment for the conference, or the specialized printer for printing membership cards would be considered major purchases.

When an asset is purchased by the HSMG, the person in possession of the item should keep the owner's manual and other pertinent operating materials with the item as applicable, as well as a copy of the warrantee information. All other documentation of the purchase, including the receipt, any service plan, original warrantee information, etc., should be send to the Administrative Office to be filed.

The Administrative Office or the person in receipt of a newly purchased item must inform the Treasurer that the asset has been received and paid for. At that point the Treasurer adds the item to the asset log (see *Record of Assets* policy) and gets a statement from the person in possession of the item that they have it and are responsible for it.

Written by Marie Gale

Approved June 30, 2009 by the
Board of Directors