

# ORGANIZATIONAL POLICY

June 30, 2009 (v2.1)



## IMPORTANT FILES & DOCUMENTS

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

When a person negotiates a contract or major purchase on behalf of the HSCG and the contract or purchase is approved according to the HSCG 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 HSCG representative handling the transaction on behalf of the HSCG should keep a copy of the contract and all supporting documents for use in dealing with the vendor.

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

When an asset is purchased by the HSCG, 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 HSCG Office to be filed. See also HSCG Policy *Records of Assets*.

Approved June 30, 2009  
by the Board of Directors

#### History:

June 30, 2009	(v1) Original publication date
Oct 7, 2013	(v2) Amended to include name change and to change how purchase of an asset is handled.
May 4, 2018	(v2.1) Reformatted.