



Pennsylvania State Animal
Response Team (PASART)
2605 Interstate Drive
Harrisburg, Pennsylvania 17110-9364

PASART POLICY
NO. P2008-3

SUBJECT: PASART/CART Inventory Tracking and Control Policy

DATE: September 30, 2008

I. PURPOSE

To establish a policy for the tracking and control of PASART owned equipment stationed at the various County Animal Response Teams (CARTs) in Pennsylvania.

II. GOAL

To insure that equipment purchased by PASART and utilized either by PASART or by any County Animal Response Team (CART) is part of an inventory management system that allows for tracking of the equipment; replacement as items reach their maximum life span; and to allow for ease of providing mutual aid.

III. POLICY

It is the policy of PASART to place an inventory control equipment decal on all PASART purchased equipment with an individual purchase price in of \$100.00 or more.

IV. APPLICABILITY

This policy applies to all PASART and CART members.

V. PROCEDURES

PASART will furnish a numbered PASART equipment decal to all CARTs to be placed on any PASART purchased equipment meeting the \$100.00 threshold.

- PASART will assign a block of pre-numbered decals to each CART.
- CARTs will affix the decal on a flat surface of the item and insure that it is visible.
- CARTs will complete the Inventory Control Sheet provided.
- CARTs will forward a copy of the Inventory Control Sheet to PASART and retain a copy for their own records.

VI. EXEMPTIONS:

PASART purchased vehicles stock and utility trailers are exempt from this policy as they are tracked through the state vehicle registration system.

