

BALTIMORE RESEARCH AND EDUCATION FOUNDATION, INC

MAIL STOP 151 • 10 NORTH GREENE STREET • BALTIMORE, MARYLAND 21201
(410) 605-7130 • (410) 605-7906 (fax)

EQUIPMENT POLICY

1. **All equipment purchased with Baltimore Research and Education Foundation funds is the property of the Foundation.** The equipment will be labeled as BREF property and inventoried as to its location. An internal audit will be made annually on all equipment. The auditors retained by BREF may also ask for a physical review.
2. Foundation funds are not to be used to purchase accessories for any personally owned equipment. Foundation funds may not be used to repair any personally owned equipment.
3. Maintenance costs are to be paid out of individual research project funds. Property insurance will be maintained through the BREF office. If any equipment is stolen please notify the BREF office immediately.
4. Investigators may not sell, donate, or gift equipment purchased with BREF funds.
5. If the investigator would like to take equipment offsite or have it moved from its original location, BREF must be notified. All forms must be filled out and approved before equipment can be moved.
6. If an investigator with BREF purchased equipment leaves his/her position with the VA, the equipment is to be returned to BREF Administration.
7. If equipment is not longer in use or is determined to be obsolete it must be returned to BREF Administration for disposal.

I have read and understood the terms of the equipment policy

Signature