

**WISCONSIN GOVERNMENT FINANCE OFFICERS ASSOCIATION
PHYSICAL ASSETS**

In order to conduct its business, the WGFOA Board may determine it is necessary to purchase some equipment or other physical assets, such as a computer and projector, and has the authority to make these purchase as deemed appropriate by a majority vote of the Board.

Based on its current known needs, WGFOA will:

- Purchase a laptop for use by the Board Secretary.
- Transfer the Secretary's laptop to the Board Treasurer when a replacement laptop is needed.
- As a result, WGFOA will always own at least two laptops so that there is always a backup.
- A method will be in place to provide for backup of files on both laptops to protect the WGFOA's records from loss.
- When the useful life of the laptop is over, WGFOA will properly dispose of the laptop, being sure to clean and/or destroy the hard drive as part of the disposal process.
- Purchase and maintain two projectors, one of which will be used as a backup.
- It is the intent of the WGFOA Board to own these assets through their useful life and dispose of the assets when no longer useful.
- In the event the WGFOA Board determines an asset is no longer useful and there is still value remaining, WGFOA will make the asset available to a WGFOA member. If more than one member is interested in the asset, a name will be drawn randomly to determine who will receive the asset. If no WGFOA member is interested in the asset, the Board will sell the asset to a non-profit organization.
- Additional assets may be purchased as the WGFOA Board determines are appropriate.

Adopted: April 17, 2013