



Surf Casting and Angling Club of WA (Inc.)

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Club Web page <http://www.surfcasters.iinet.net.au>

Property loan and return register. (see page 2 for instructions)

Item(s) loaned and condition _____

Loaned out on date _____

Expected date of return _____

Loaned to (block letters) _____

Address _____

Phone / email _____

Signature of person receiving item(s) _____

Signature of Committee person _____

=====

Loan return date _____

All items returned in condition as loaned out **Yes** or **No**

Details _____

Committee person receiving item(s) _____

Instructions for use of Property loan and return register.

This form is required for loans of SCAC property to any person who does not normally hold the items long term as recorded in the Club's separate Asset register.

This form is not required for **short term** loans of club property where an authorised Club person is carrying out any of the Club's regular activities, and uses the club items in that activity.

For example, it is not required when the Assistant FDO or another person takes the club scales for weighing in at an away or Local Field Day, or uses the laser or radios for a scheduled Dry Casting day.

The information to be recorded on the form is mostly self explanatory. The Committee member will normally be the person who has long term responsibility for the item as recorded by the Asset register.

The form should be completed in duplicate with carbon paper and a copy provided to the person receiving the items.

Any damage or marks, missing parts, etc noticed at the time of loaning should be recorded. Photographs if possible will be an additional record.

A copy of the loan form should be sent to the Treasurer as a record of the loan. The Committee member will retain the original to be used when the items are returned.

The items should be returned to the Committee person from whom they were received, unless otherwise arranged, together with the duplicate copy of the form.

The Committee person will check the items for condition, and if acceptable, will sign both copies and hand the duplicate to the person returning the items as a receipt for the return in good condition.

The Committee person will record details and take whatever action is required on missing or damaged items, including photographs, before signing.

If unable to resolve, record the details and report to Treasurer for resolution or escalation to the full Committee.

The completed form (or a copy) shall be sent to the Treasurer as an advice that the loan has been completed.

Any payments required for the loan or hire of items for private purposes will be covered by other instructions.