



YES FOR EARLY SUCCESS COOPERATIVE

EQUIPMENT POLICY

Policy Number: EQ-001

PURPOSE

The purpose of this policy is to ensure the responsible and equitable purchase, management, and tracking of all equipment within YES For Early Success Statewide Cooperative. For purchases over \$5,000, pre-approval from DCYF is required before acquisition. This policy also outlines procedures for inventory management, ensuring that all equipment aligns with the organization's vision, mission, and Liberatory Design principles.

VISION

At YES For Early Success, our vision is to provide equitable access to high-quality early learning resources and environments for marginalized communities across Washington State. Equipment management must support this vision by ensuring that all purchases are essential, equitable, and in alignment with the needs of the communities we serve.

MISSION

Our mission is to partner with early childhood education programs and families to ensure that every child has access to supportive and culturally responsive services. Equipment purchases should enhance program delivery and provide tools that support this mission.

CORE PRINCIPLES OF LIBERATORY DESIGN

- **Equity:** Procurement and management of equipment must prioritize equitable access to resources, focusing on the needs of underserved regions and communities.
- **Transparency:** All purchases and inventory records must be clear, documented, and available for review to ensure accountability.
- **Inclusion:** Staff, subcontractors, and community partners should be included in equipment procurement decisions when appropriate to ensure that the resources meet the needs of all stakeholders.

SCOPE

This policy applies to the purchase of any equipment valued at \$5,000 or more, inventory management, and all related procedures for YES For Early Success Cooperative. It applies to all staff involved in equipment procurement, including the COO, Program Manager, Regional Directors, and Bookkeeper.

ROLES AND RESPONSIBILITIES

• Chief Operating Officer (COO):

David McElroy (COO@yesforearlysuccess.org)

Oversees the AMB system, ensuring all computers and cell phones are linked for proper tracking and security.

• Program Manager (PM):

James Hill (PM@yesforearlysuccess.org)

Coordinates with Regional Directors to manage the storage unit, ensuring that all returned and donated items are itemized, stored, and recorded. Oversees office inventory through quarterly inspections.



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- **Regional Directors:**

Collaborate with the Program Manager on inventory and equipment needs within their regions.

EQUIPMENT PURCHASE PROCEDURES

1. PRE-APPROVAL FOR PURCHASES OVER \$5,000

- **DCYF Pre-Approval Requirement:** All equipment purchases valued at \$5,000 or more must be pre-approved by DCYF before acquisition. The YES Equipment Pre-Approval Form must be submitted to DCYF for approval prior to any purchase.
- **Review Process:** The request must be reviewed and approved by the COO, Program Manager, and CFO before submission to DCYF.
- **Documentation:** All supporting documentation, including quotes, vendor information, and justification for the purchase, must be attached to the form.

2. INVENTORY MANAGEMENT FOR EQUIPMENT

- **Tracking:** All purchased equipment will be tagged with a unique identification number and logged into the YES For Early Success inventory system.
- **Storage:** Returned and donated items are stored in the storage unit, which is managed by the Program Manager. Each item is itemized by box, number, and contents, with records maintained for accountability.

3. QUARTERLY INVENTORY INSPECTIONS

The Program Manager will conduct quarterly inspections of all office equipment, ensuring that items are in good condition, properly recorded, and stored as needed. Inspection reports will be shared with the COO and CFO for review.

4. LINKING EQUIPMENT TO AMB SYSTEM

All YES computers and cell phones will be linked to the organization's AMB system, which is managed by the COO. This ensures immediate notification if equipment is lost, damaged, or misused.

5. DISPOSAL OR DONATION OF EQUIPMENT

Any equipment that is no longer usable or required will be properly disposed of or donated. The Program Manager will oversee this process, ensuring that all disposals or donations are documented and approved by the CFO and COO.



YES FOR EARLY SUCCESS COOPERATIVE EQUIPMENT PRE-APPROVAL FORM

Date of Request: _____

Requester Name: _____

Title/Department: _____

Equipment Description: _____

Vendor Name: _____

Vendor Quote: _____

Total Cost: _____

Justification for Purchase: _____

(Explain the purpose and need for the equipment and how it aligns with YES's mission and vision.)

Approval Signatures

CFO: _____

COO: _____

Program Manager: _____

DCYF Approval: _____



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INVENTORY MANAGEMENT PROCEDURES

1. STORAGE UNIT MANAGEMENT

- The Program Manager will manage the storage unit where all returned and donated equipment is kept. Each item will be itemized by box, number, and the contents of each crate.
- An updated inventory list will be maintained and reviewed quarterly to ensure all items are properly tracked.

2. OFFICE EQUIPMENT MANAGEMENT

- All office equipment, including computers, printers, desks, and other items, will be tracked by the Program Manager through quarterly inspections.
- Reports from inspections will be provided to the CFO and COO for review.

3. SECURITY AND TRACKING

- All electronic devices (computers, cell phones) are linked to the AMB system overseen by the COO. In case of theft, loss, or damage, notifications will be immediately triggered to mitigate any potential issues.
- Equipment that is no longer in use will be removed from the system upon confirmation by the Program Manager.

CONCLUSION

This policy ensures that all equipment purchases and inventory management processes at YES For Early Success are transparent, equitable, and aligned with the organization's mission. By adhering to the procedures outlined and maintaining rigorous inventory control, we ensure responsible stewardship of our resources while supporting the needs of the communities we serve.