

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**DISTRICT PROPERTY OFFICER**

No. **37**

Date Created: 21 Mar 1998

Revised:

1. The District 9 Property Officer is under the direction of the District 9 Treasurer.
2. The Property Officer is responsible for maintaining an inventory of District properties, such as projectors, flags, printing equipment, trophies, teaching aids and other equipment owned or in the custody of the District.
3. An audit of District properties will be conducted on an annual basis. Bridge Officers will be requested to verify and update the inventory on file for their department. Squadron Commanders should also be encouraged to report any D/9 property in their possession.
4. All property purchased or acquired by the District will be reported to the Property Officer. Information for the property will include date of purchase, cost, description of the item, keeper of the property, and a picture if practicable.
5. The Property Officer will provide the Treasurer with the current property inventory at the District Fall Conference.

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**SOP 37 HISTORY:**

CREATED : 21 Mar 1998

REVISED: