

FLORIDA CROWN WORKFORCE BOARD, INC. POLICY

POLICY TITLE: Licenses/Warranties/Equipment Manuals Policy

POLICY NUMBER: ADM-008-05 DATE EFFECTIVE: August 11, 2005

DATE REVIEWED: July 20, 2010

APPLICATION

Florida Crown Workforce Board, Inc. (FCWB) employees, contractors and providers.

PURPOSE

This policy outlines guidance for staff members as to the process in which license information/warranties/equipment manuals are to be maintained.

EFFECTIVE DATE

Upon issuance.

POLICY

All licensing information, software, system restore disks, copies of purchasing information, warranties and equipment manuals are to be kept in a locked, central depository at the FCWB offices. The MIS staff will have sole access to the contents of the depository.

Forty-eight (48) hours written notice (e-mail, hard copy or Track-It request) must be given to the MIS staff for any information or software retrieval from the depository.

No contracts or agreements are to be executed nor equipment accepted until FCWB has received all necessary licenses, software, warranties and or equipment/operational manuals. Only the Executive Director is authorized to enter into or execute contracts.

ACTION

All FCWB employees, contractors and providers will adhere to this policy.

Approved: *John Chastain*
John Chastain, Executive Director