

# ABATE OF OHIO, INC.

## POLICY AND PROCEDURE

### PART V: PRODUCT

Forms: Cash Handoff (F011),  
Product Design Checklist,  
Product Fuel Card Log & Request (F010),  
Product Inventory,  
Product Invoice,  
Product Ledger,  
State Products Price List.

#### SECTION A: GENERAL

1. ABATE product held at all levels (State, Region or County) belong solely to ABATE.
2. The State Products Director has oversight of product at all levels.
3. All product purchases and sales must be reported at both the State and Region levels, including event-related product.
4. State level product purchases, sales and expenses are done using the state product account.
5. Region level product purchases, sales and expenses are done using the region treasury account.
6. Anyone handling ABATE product will be held accountable for the value of the product in their possession.
7. All product is for the purpose of promoting and funding the goals of ABATE.
8. Establishing and maintaining proper inventory levels is key to making product profitable.
9. The State Products Director will establish and maintain wholesale and retail pricing on state level product.
10. When a bank from an ABATE treasury is needed, it requires prior approval from the appropriate board, proper reporting and must be returned to that treasury.
11. All product must be stored in a way that maintains its value and ability to be sold.
12. A \$250 fuel card is available to aid the State Products Director in the execution of their duties under the oversight of the Finance Committee.

#### SECTION B: PRODUCT DESIGN

1. All ABATE product must be approved by the BOD.

2. All approved ABATE product designs are sole property of ABATE.
3. All non-approved designs using the ABATE name are the sole property of ABATE.

#### SECTION C: PURCHASING

1. The cost of acquisition includes any cost related to a product (manufacture, delivery, design, etc.).
2. Sponsor advertising displayed on a product may be used to offset its cost.
3. Any sponsorship of an event that includes a listing on an event-specific product must have a portion of the sponsorship set aside for purchase of the product.
4. All product purchases require appropriate level board approval (BOD or RBO).
5. All state product acquired by a region must be purchased through the State Products Director.
6. Remember to allow appropriate lead time for product manufacture and shipping.
7. Region and county product not ordered through the state must be paid for directly to the vendor and reported on monthly reports.

#### SECTION D: SALES

1. The RBO may establish and maintain retail pricing on any region or county product as long as the amount is greater than the cost of acquisition.
2. Retail pricing needs to reflect cost to replace the item, not cost paid.
3. Any product used as a promotion (prize, give-away, auction item, etc.) must have its cost paid for out of the event.
4. Any damaged or unsellable product needs brought to the attention of the appropriate board for proper disposal.
5. Money generated from product sales needs transferred to the appropriate level treasurer within ten days for deposit and reporting.

## **SECTION E: REPORTING**

1. Reporting of product inventory is required at all levels.
2. Reporting is for the purpose of establishing an asset value.
3. All product purchases and sales made at any level, including event-specific, will be reported on all reports as Product.