

# **Barony of Carillion**

## **Procedure to Remove and Return Items from Storage**

### **February, 2025**

The Quartermaster is responsible for maintaining an inventory of all items in the storage trailer. Only items belonging to the barony are allowed in the storage trailer. No personal items.

The Quartermaster or his designated representative will be present whenever items are removed or returned to storage. Designated representatives are exchequer, deputy exchequer and seneschal.

Contact information for the Quartermaster and designated representatives can be found on the officers page on the baronial website.

It is the responsibility of the requestor to transport items to and from the trailer.

#### REMOVING ITEMS

Anyone who wants to remove items from the storage trailer located at Quail Hill must contact the Quartermaster to arrange for a mutually agreeable day and time to meet at the trailer. The email should list the items that are requested and the reason. If a mutually agreeable day and time to meet cannot be agreed upon, one of the designated representatives should be contacted to make arrangements.

The Quartermaster or designated representative will list each item that is being removed on a requisition sheet, with the reason, date and SCA name of person removing the item. The requisition will be signed by the requestor who assumes responsibility for the items.

#### RETURNING ITEMS

To return items, the day and time must be confirmed with the Quartermaster. If the requestor wants to return items at the end of an event, arrangements should be made with the Quartermaster prior to the event to insure his availability. If the Quartermaster is not available, contact one of the designated representatives to make arrangements.

The Quartermaster or designated representative will check off the items on the list as they are replaced. If an item is damaged, the requestor must tell the quartermaster and a note will be added. Note will also state if item can be repaired or needs to be replaced. If an item on the list is not being returned, an explanation must be provided and will be included on the requisition sheet.

After all items have been checked in, the requestor and Quartermaster or designated representative will sign off on the list. The Quartermaster will retain the requisition sheet in the Quartermaster files. If a designated representative oversees the return items, the requisition sheet will be shared with the Quartermaster for his files.

Someone other than the requestor may return items to storage, if the requestor is unable to do so. But the original requestor is responsible for ensuring all removed items are returned.

February 1, 2025