

# **RICHARD H. STEWART, JR AMERICAN LEGION POST 543 DURABLE MEDICAL EQUIPMENT POLICY 015**

---

The purpose of the Richard H. Stewart Jr. American Legion Post 543 Durable Medical Equipment (DME) Policy 015 is to identify and manage the distribution of post owned durable medical equipment.

DME management is the responsibility of the Post Service Officer and/or their designated alternate. All requests for equipment shall be forwarded to the Service Officer for review and action. Loan of equipment shall be at the Service Officers' discretion.

Individuals, upon receipt of equipment shall sign a release form upon receipt of the specific item requested. The Service Officer shall keep the receipt for files and as a record of what items have been loaned out. The Service Officer has the discretion to loan the equipment to any veteran or community citizen if there is a need for such equipment. The form shall serve as the receipt for the equipment. The Service Officer shall inform the Real Property manager of the new location of the DME.

Receipt of new DME shall be reported to the Real Property Manager for inclusion within the inventory.

## **APPROVAL AND REVIEW DETAILS**

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority	Post Membership
Original Approval Date	2-25-26
Policy Administrator	Post Adjutant
Amendment Cycle	Bi Annual
Amendment Date	
Amendment Date	
Amendment Date	

**RICHARD H. STEWART, JR AMERICAN LEGION POST 543  
DURABLE MEDICAL EQUIPMENT POLICY 015**

---

SERVICE OFFICER NAME \_\_\_\_\_ DATE \_\_\_\_\_

DATE OF EQUIPMENT REQUEST: \_\_\_\_\_

REQUESTOR INFORMATION:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

ITEM BEING LOANED:

ESTIMATED RETURN DATE:

DATE ITEM RETURNED TO POST \_\_\_\_\_