

Procedure Part 6, Management and Use of County Property Chapter 1, Equipment Section 2, Inventory	Last Update: May 10, 2016
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References (Statutes /Resos/Policies): CC86-249, CC87-1018, CC88-97, CC90-369, CC91-24, CC99-138, CC02-219, CC06-331, CC07-384, CC15-042

Purpose: To provide procedures for the inventory of Capital Equipment and Inventoried Non-Capital Equipment.

Procedure: Inventory

- A. Additions to Capital Equipment including acquisitions and donations shall be tagged by the Divisions' designee with a Jefferson County asset tag at the time the asset is placed in service.
 - 1. For capital equipment, an Accounting Division Field Work Order form, shall be used. The form will include the source of funds, cost from the invoice, or an estimate of value if donated. The Division's designee must send the form to the Inventory Control Specialist who will assign a tag number to the asset.
 - 2. Non-capital equipment purchased through ITS inventory will be tracked in the ITS database for equipment replacement. All divisions must notify IT Services if any inventoried non-capital computer equipment, defined in the policy, is purchased directly from an outside vendor. For transfers of Inventoried non-capital equipment from one Jefferson County division to another, the transferring division is responsible for providing written notification to the receiving division and IT Services.
 - 3. Property records for equipment acquired in whole or in part under a Federal or State grant must include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- B. For transfers of Capital Equipment from one Jefferson County division to another, the transferring division is responsible for providing written notification to both the receiving division and the Inventory Control Specialist. The Inventory Control Specialist will make the appropriate changes to the Capital Asset System.
- C. Disposal of County assets shall be done in accordance with the Disposition of County Personal Property policy. The Inventory Control Specialist will make the appropriate changes to the Capital Asset System. IT Services will make the appropriate changes in their inventory system for all inventoried non-capital IT equipment.
- D. Physical inventories:
Capital equipment inventories will be coordinated each year by the Inventory Control Specialist. Each department or office shall perform physical inventories of non-capital inventory at least biannually, and equipment records shall be retained by each division or office for a minimum of five (5) years. Note: IT may request annual physical inventories of the technology replacement program (TRP) inventoried items.
- E. Missing equipment shall be reported to the Division Director, Elected Official and the Accounting Division (Inventory Control Specialist). The Accounting Division will report missing equipment to the Director of Finance and IT.