Procedure Part 6, Management and Use of County Property Chapter 1, Equipment Section 2, Inventory	**Last Update:** August 7, 2007

References (Statutes /Resos/Policies): CC86-249, CC87-1018, CC88-97, CC90-369, CC91-24, CC99-138, CC02-219, CC06-331, CC07-384

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 and all inventoried Non-Capital Equipment shall be tagged by the Divisions' designee with a Jefferson County barcode at the time the asset is placed in service.

   1. For capital equipment, an Accounting Division 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 is assigned to the asset.

   2. For inventoried non-capital equipment, an Accounting Division form, shall be used. The form will include the cost if available. The Division's designee must send the form to the Inventory Control Specialist who will assign a tag number.

   3. Non-capital equipment purchased through ITS inventory does not require a form and will be added to the inventory by the Accounting Division.

B. For transfers of Capital or Inventoried Non-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 Fixed 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 Fixed Asset System.

D. Physical inventories:
   Each department or office shall make physical inventories of non-capital inventory at least biannually on forms provided by the Accounting Division, which shall be retained by each division or office for a minimum of five (5) years. The Accounting Division shall develop and publish the schedule of the Accounting Division's website.

E. Missing capital or inventoried non-capital 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 Internal Audit Division.