

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.11.02
ASSET INVENTORY
TRACKING AND
MANAGEMENT



Adopted: 12/20/16
Reviewed: 12/10/20
Revised: 12/10/20

Approved:

Purpose: The District has developed the following procedure to track District assets and reduce the risk of loss of small and attractive assets.

References: N/A

Procedure:

1. The Fire Chief or their designee shall be responsible for maintaining and conducting annual and routine inventories of listed assets.
2. The following assets are inventoriable assets and must be carried on the property records of the District:
 - a) Capital assets with a value greater than \$5,000 to include vehicles and equipment.
 - b) Assets less than \$5,000 that are considered small and attractive. (See list).
3. Capital Assets.
 - a) Assets with a value greater than \$5,000 shall be considered a capital asset.
 - b) The following procedure shall enable the District to track large capital assets for the purpose of insurance and asset management.
 - c) A listing of the items shall be maintained by the District.
4. Small and Attractive Assets.
 - a) Assets which fall below the \$5,000 capital asset limit and are considered items that could be removed, stolen, and/or lost without being noticed are considered small and attractive assets.
 - b) The following procedure shall control the loss of such items.
 - c) The District has declared that any items with a value of at least \$300 and falling under the following categories as small and attractive:
 - i. Communications equipment.
 - ii. Public safety: audio and video.
 - iii. Optical devices, binoculars, telescopes, infrared viewers, and rangefinders.
 - iv. Cameras and photographic projection equipment.
 - v. Microcomputer Systems, laptop and notebook computers, PDA's.
 - vi. Other IT accessorial equipment and components (Scanners, Data Displays, etc.).
 - vii. Office equipment, faxes and printers.
 - viii. DVD players and recorders, radios, televisions, recorders, and VCR's.

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5. Inventory Records Requirements.

- a) The District shall record at a minimum the following details for assets in the asset management system.
 - i. Acquisition Date - The date the District takes title to, or assumes responsibility for, an asset.
 - ii. Cost - The total cost (value) assigned to the asset.
 - iii. Description - Name of the asset.
 - iv. Inventory Control Number - The control number inscribed on, or contained on the inventory tag attached or referring to, an asset.
 - v. Location - The location or assignment of the item.
 - vi. Manufacturer - The name of either the manufacturer or the commonly accepted trade name; if none, then vendor name.
 - vii. Serial Number - The sequential identification number assigned by the manufacturer.
 1. Do not confuse this number with the model number.
- b) Upon receipt and acceptance of an inventoriable asset, the designated inventory officer shall be responsible for supervising the addition of the asset to the inventory system.
- c) This includes assigning tagging responsibilities to specific individuals as well as developing and implementing procedures to ensure that the necessary information is entered into the agency's capital asset inventory system or list.
- d) All items shall be tagged with the District's property ID tag.
- e) The inventory number on the tag shall be used to track the item.
- f) If a numbered tag cannot be affixed to the item in a manner to prevent removal by normal usage, the serial number shall be used to track the item.
- g) Assets shall be tracked in the District's record management system or a simple list.

6. Removing Capital Assets from the Inventory.

- a) Items needing to be removed from the asset management system and the inventory shall be maintained on a removal list.
- b) The list shall include the reason for removal.
- c) The list shall be kept with the annual inventory listing.
- d) Removal of assets shall be approved by the Fire Chief.

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7. Lost or Stolen Property.

- a) When suspected or known losses of inventoriable assets occur, a search shall be conducted for the missing property.
- b) If the missing property is not found:
 - i. Report the loss with a written statement to the Division Chief of Support Services. The District shall investigate the loss and report any criminal activities.
 - ii. Remove the lost or stolen property from the agency's inventory and accounting records where applicable.
 - iii. Notify the Washington State Auditor's office.
 - iv. Maintain records for losses of inventoriable assets in accordance with District's records retention schedules.

8. Disposal of Property and Assets.

- a) Items declared by the District as surplus, damaged, non-functional, or obsolete shall be listed and disposed of properly.
- b) Items with no value that has a need for disposal shall be listed and the disposal method indicated.
- c) The list shall be maintained with the annual asset listing.

9. Annual Inventory Audit.

- a) Annually the District will conduct an audit of all inventoried items.
- b) The inventory shall include a visual inspection of the item.
- c) The record of the item shall be updated and the date of inspection noted.
- d) The annual inventory shall be printed and maintained by the Division Chief of Support Services for state audit purposes.