

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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| <u>NUMBER</u> | <u>REVISED</u> | <u>REVIEWED</u> |
| 252 | 01/26/15 | 01/26/15 |
| <u>FORMERLY</u> | <u>EFFECTIVE</u> | <u>PAGES</u> |
| 252.00 | 08/01/02 | 3 |

SUBJECT: FIXED ASSET INVENTORY

APPROVAL: 
SHARON HARRIGFELD, DIRECTOR

CATEGORY: ADMINISTRATION

Policy

This document includes the basic statutes, rules and processes that govern the Capital Asset Inventory process. Understanding and adhering to this process will ensure that capital assets are properly accounted for from acquisition to disposal. The Idaho Department of Juvenile Corrections (IDJC) follows the state's Capital Asset Inventory policy and procedures found in the Fiscal Policies Manual. This manual can be accessed at www.sco.idaho.gov under Accounting, Fiscal Policies. The IDJC Purchasing Agent located at Headquarters and the IDJC Storekeeper located at JCC–St. Anthony maintain the inventory.

It is therefore the policy of the IDJC that employees follow the proper procedure to ensure that capital assets are properly accounted for.

Operating Procedure

I. Asset Tag

- A. The Purchasing Agent should be contacted to determine whether an item is going to be added to the inventory system. The Purchasing Agent will be provided the following information:
 - 1. Payment document reference number;
 - 2. Serial number for the item, if it has one;
 - 3. A brief description including cost, brand, and model; and
 - 4. Name of responsible employee.
- B. If the Purchasing Agent decides to inventory the item, the Purchasing Agent or the Storekeeper will affix the tag. The assigned inventory number should be written boldly on the packing slip and invoice before it is routed to Fiscal Services.
- C. For motor vehicles, the license plate number is used as the inventory number.

D. For intangible assets, the sales invoice/receipt and/or completed time and materials tracking sheet identifying costs and dates will be assigned an inventory number.

II. Entering into Fixed Asset Database

The Storekeeper will enter information into the inventory database. The Purchasing Agent and the Storekeeper will maintain all inventory numbers and information.

III. Annual Inventory

Changes in the status or condition of items will be recorded during the annual physical inventory. The dates of the inventory will be determined by the Purchasing Agent. Following the inventory, a complete report will be provided to the Director for signature and submission to the Department of Administration. Any incidence of missing or lost items will be investigated.

IV. Changes to Inventory Status

A. Transfers

When inventoried items are transferred by IDJC staff to another employee or location, the Purchasing Agent or Storekeeper must be notified immediately of the transfer. The following information should be included in the notification: the item description, inventory number, old and new locations, and the person now responsible for the item. Any item assigned to an employee remains the responsibility of that employee until it is transferred in the Fixed Asset System to another person. The Storekeeper is responsible for all status changes in the system.

1. All IDJC assets are the property of the IDJC. No individual location or section is the owner of an item. At the discretion of the IDJC Purchasing Unit, any item may be relocated or surplused to maximize asset usage, subject to the IDJC Leadership Team approval and/or grant requirements.
2. It is imperative that supervisors at all sites communicate with Purchasing regarding changes in the status or location of fixed assets. It is the responsibility of management to recover assigned items from employees in case of transfer or termination of employment.

B. Disposition

1. As inventoried items become worn out or obsolete, it is the responsibility of the supervisor and employee currently assigned to the item(s) to notify in writing the Purchasing Agent and/or Storekeeper so that proper disposal arrangements can be made. Provide a brief description, reason for disposal, and the asset inventory number.
2. The Purchasing Agent and/or Storekeeper will arrange for disposal. Items purchased with federal funds through grants or subgrants will be disposed of according to the grant requirements.
3. The Storekeeper will be responsible for removing disposed or sold items from the Fixed Asset System.

Reference: *Glossary of Terms and Acronyms*
Section 67-5719, Idaho Code (DoA Statement of Supplies on Hand)
Section 67-5732A, Idaho Code (Disposal of Surplus Personal Property
Authorized)
Section 67-5746, Idaho Code (DoA Inventory of Chattels)
GASB Statement 34 (Post award requirements for grants)
GASB Statement 51 (Intangible Assets)

Desk Manual(s): *N/A*

Related Policies: *Purchasing Card (205)*
Purchasing of Goods and Services (250)

Related Forms: *N/A*