

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

NUMBER  
252

REVISED  
04/15/24  
EFFECTIVE  
08/01/02

REVIEWED  
04/15/24  
PAGES  
3

SUBJECT: FIXED ASSET INVENTORY

CATEGORY: ADMINISTRATION

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**Policy**

This policy includes the basic statutes, rules and processes that govern the Capital Asset Inventory process. Understanding and adhering to this policy 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](http://www.sco.idaho.gov). The IDJC Purchasing Agent located at Headquarters and the IDJC Buyer located at JCC–St. Anthony maintain the inventory.

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

**Operating Procedures**

I. Asset Tag

- A. The Purchasing Agent and Buyer should be contacted to determine whether an item is going to be added to the inventory system. The Purchasing Agent and Buyer are provided the following information:
  - 1. Serial number for the item;
  - 2. A brief description including cost, brand, and model;
  - 3. Location (including site/building number); and
  - 4. Name of employee responsible for the item.
- B. If the Purchasing Agent determines it is required to inventory the item, the Purchasing Agent or the Buyer will affix the tag.
- C. For motor vehicles, the license plate number is used as the inventory number.
- D. Intangible assets (e.g., software/digital assets developed by the department) will be assigned an inventory number. Because there is not a physical tag applied, the number assigned will be the letter L followed by the asset number automatically assigned by the Luma database (for example, L12345). The sales invoice/receipt and/or completed time and

materials tracking sheet identifying costs and dates will be attached in the Luma database as documentation.

## II. Entering into Fixed Asset Database

The Buyer will enter information into the inventory database and Luma, as appropriate. The Purchasing Agent and the Buyer 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 must be in alignment with statewide inventory guidance, and any additional scheduling details will be determined by the Purchasing Agent. Following the inventory, a written confirmation that the inventory is complete will be provided to the Administrative Services, Division Administrator for submission to the Department of Administration no later than the first day of March each fiscal year. Any incidence of missing or lost items will be investigated.

## IV. Changes to Inventory Status

### A. Transfers

1. When inventoried items are transferred by IDJC staff to another employee or location, the Purchasing Agent or Buyer must be notified immediately of the transfer. Any item assigned to an employee remains the responsibility of that employee until it is transferred in the Fixed Asset System to another. The Buyer is responsible for entering all status changes in the system. The following information should be included in the notification:
  - a. the item description;
  - b. inventory number;
  - c. old and new locations; and
  - d. the person now responsible for the item.
2. 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 surplus to maximize asset usage and comply with applicable state rules, and are also subject to the IDJC Leadership Team approval and/or grant requirements.
3. It is imperative that supervisors at all sites communicate with IDJC Purchasing regarding changes in the status or location of fixed assets. Managers are responsible for recovering assigned items from employees prior to any 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 the Purchasing Agent and/or Buyer in writing so that proper disposal arrangements are made, in accordance with state requirements. Provide a brief description, reason for disposal, and the asset inventory number.
2. The Purchasing Agent and/or Buyer will arrange for disposal. Items purchased with federal funds through grants or subgrants are disposed of according to the grant requirements.
3. The Buyer is responsible for recording removal of disposed or sold items in the Fixed Asset System.

*Reference:*                    [Glossary of Terms and Acronyms](#)  
                                     *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):*        *None*

*Related Policies:*       [Purchasing Card](#) (205)  
                                     [Purchasing and Contracts](#) (250)

*Related Forms:*        *None*