

Unit Order: 2009-01 FIXED ASSETS - PROCEDURES FOR REPLACEMENT AND RECEIVING NEW FIXED EQUIPMENT

PURPOSE OF ORDER:

The purpose of this unit order is to establish a method to track and document any fixed asset that is to be replaced when a new fixed asset is procured.

SCOPE OF ORDER:

This order shall apply to all Facilities Services Bureau (FSB) personnel, especially managers, supervisors, warehouse personnel, and procurement staff.

ORDER:

Replacement of Fixed Assets: (Note: Contact the Procurement Manager for determination if fixed asset acquisition guidelines apply to the purchase):

When preparing a requisition to purchase a fixed asset (generally defined as equipment that costs \$5,000 or more), the requisition shall contain a sufficient description of the asset being replaced, *including the make, model, and serial number*. This information will be used to ensure that the Disposal of Surplus Property Form 635 is completed accurately and that fixed assets are properly accounted for.

Procurement staff will complete the "Exception Form - Request for Hiring, Services and Supplies and Capital Assets" for all General Funds request.

This requirement shall be enforced regardless of the disposition of the asset (i.e., disposed, redistributed to another county department, or offered for sale to another entity). FSB personnel are prohibited from making any arrangements for the sale or transfer of any county property.

New Fixed Assets:

Upon receipt of any new fixed asset purchase, a copy of the packing slip with signature of receiver along with a notation as to the location of the item is to be forwarded to Fiscal Administration, Attention: Inventory Control, and another copy to Central Supply.

Warehouse personnel shall be responsible for inputting all new fixed asset information into the MAXIMO system.

Upon receipt of any new fixed asset described as any type of vehicle (forklift, etc.), the FSB Vehicle Fleet Coordinator must be notified of the vehicle description, make, model, and serial number for reporting to Communications/Fleet Division.