# 5-04/190.20 - Acquisition Request and Release of Unclaimed Property

Budget representatives may request unclaimed property items to assist them in accomplishing their assigned missions. Only those items that would normally be requested through the budgetary process are to be requested through this acquisition process. Property acquisition requests will be limited to those units which would have to purchase the particular item were it not for its availability through this source. Items of a recreational or frivolous nature are not to be requested.

All unit requests shall be coordinated by the respective budget representatives.

Acquisition and release of property shall be as follows:

Budget representatives will prepare a *Request for Property Acquisition* (SH-AD-558), E-Form. The following information shall be included:

- Description of property, including make and model;
- Serial and model numbers, if available;
- A statement of justification and intended use;
- The URN and item number from PRELIMS shall be placed next to the property description; the space entitled "County Inventory Number" shall be left blank;
- The form shall be signed by an area commander or executive of a higher rank;
- Budget representatives will forward the original and two copies of the signed form to the Director, Fiscal Administration, and retain one copy for their file;
- The Inventory Control Unit, working in conjunction with and subject to approval of representatives of the Internal Services Department and the auditor-controller, will determine a value for each item and shall assign an inventory number. These items shall not be released prior to the inventory labeling/tagging, after which they will be released to the budget representatives; and
- Once items are released to the budget representative, the status of each item shall be updated in PRELIMS to DISPOSED.

This section does not apply to the acquisition of firearms, firearm parts and accessories, and ammunition. For information see section 5-04/180.96, Acquisition of Firearms, Firearm Parts/Accessories, and Ammunition, from Central Property and Evidence.