

Policy:	Keeping Track of City Equipment		
No.:	Budget & Finance 95-11	Supersedes:	
Effective Date:	September 20, 1995	Revised/Review Date:	August 11, 2010

1.0 PURPOSE

To document how equipment assets are recorded and to meet federal regulations for the identification of grant-funded equipment.

2.0 REFERENCES

- 2.1
Federal OMB Circular A-102, "Uniform Administrative Requirements for Adminstrating Grants by State and Local Governments."
- 2.2
HSD Project Service Agreement, Section 240 "Title to Property Acquired".
- 2.3
For questions or clarification on this procedure, please contact the Accounts Payable Supervisor.

3.0 POLICY

- 3.1
All equipment items, whose purchase price exceeds \$5,000 per item and have a useful life of more than one (1) year, will be recorded in the City's Fixed Asset System (FAS).
- 3.2
Equipment purchased under subcontract line-item agreements (Project Services Agreements and Agency Service Agreements) will be recorded in the FAS.
- 3.3
Physical inventories of all equipment will be conducted at least once every two years.

4.0 Procedures

- 4.1
Division inventory liaisons will receive City property identification tags from Accounts Payable for each piece of equipment purchased directly by the Department. The Liaisons will affix the tag to the equipment item.
- 4.2
Program specialists/contract monitors need to review the reimbursement requests from subcontractors with line-item contracts. Ensure that the agency submits an original plus two copies of the "Subcontractor Inventory Form" with every invoice that includes a reimbursement of equipment, and that all equipment items are listed on the form.
- 4.3
Accounts Payable will provide property identification tags directly to agencies as invoices are

processed. A copy of the "Subcontractor Inventory Form" will be returned to the agency with the City property tag.

4.4

Accounts Payable will provide Division inventory liaisons with instructions on completing the physical inventory.

4.5

Accounts Payable will issue instructions to program specialists/contract monitors to review subcontractor inventory records on an annual basis to reconcile subcontractors equipment purchases to the "Subcontractor Inventory Form."