

CCS Administrative Procedure

5.30.05-B Capital Asset / Inventory Control

Implementing Board Policy [5.30.05](#)
Contact: Logistics Manager, 533-4781

1.0 Purpose

This procedure establishes guidelines for the control and accountability of inventoriable capital assets within Community Colleges of Spokane.

2.0 Limitations and Requirements

- 2.1 To safeguard assets, promote operational efficiency and ensure the accuracy and reliability of financial data, CCS shall maintain a system of perpetual inventory records to track inventoriable capital assets under the direction of the Director of Fiscal Services.
- 2.2 For purposes of this procedure, inventoriable capital assets shall include:
 - 2.2.1 Fixed assets with a unit cost (including shipping charges and sales tax) of \$300 to \$4,999.99, and further meeting the criteria of enumerated "small and attractive" commodities.
 - 2.2.2 Fixed assets with a unit cost (including shipping charges and sales tax) of \$5,000 or greater.
- 2.3 The Inventory Specialist shall maintain the master asset tagged equipment records, documentation of all inventory transactions, and shall provide assistance upon request regarding all inventory matters.

3.0 Transfer of Inventoriable Capital Assets

- 3.1 Inventoriable capital assets transferred from one department to another, or from one location to another, shall be recorded on the *Authorization to Transfer Equipment* form. The administrator shall forward all copies to the Central Services Inventory Specialist for processing.
- 3.2 Any equipment physically removed from its assigned location shall be recorded on the *Authorization for Temporary Check-Out of Equipment* form.
 - 3.2.1 The appropriate administrator shall forward the first (white) page to the Central Services Inventory Specialist for processing.
 - 3.2.2 When the equipment is returned, it shall be recorded on last line of the *Authorization for Temporary Check-Out of Equipment* form. The administrator shall forward the second (yellow) page to the Central Services Inventory Specialist for processing.

4.0 Disposition of Surplus

- 4.1 Disposition of all surplus equipment, supplies and materials is solely vested in the direction and control of the Logistics Manager. No other employee may sell, donate or dispose of state property, except as provided elsewhere for real property (lands and buildings).
- 4.2 Capital assets with an acquisition cost in excess of a \$5,000.00 and purchased with federal grant funds will be reviewed by the District Fiscal Services Office to determine the appropriate distribution of funds, if any, received from its disposition.

- 4.3 All surplus property is to be recorded on an *Equipment Disposal* form by the appropriate administrator or his designee.
 - 4.3.1 A separate form is required for each asset tagged item. The appropriate administrator or his designee shall contact the Logistics Manager to schedule equipment disposition.
 - 4.3.2 The administrator shall keep these items secured until received by the Logistics Manager or his designee.

5.0 Physical Inventory Counts

- 5.1 A complete physical inventory of capital assets is to be conducted in periodic cycle counts during each biennium; however, the inventoriable capital assets purchased with a grant or contract, such as the Head Start and the Corrections program, shall be conducted annually in conformance with the grant or contract funding requirements.
- 5.2 Each department/building administrator shall receive notification of a scheduled inventory count thirty (30) days prior to the commencement of said cycle count. Within seven (7) days of receipt of this notice, the administrator shall identify a staff member who will assist with the verification of equipment in its proper location.
- 5.3 When the inventory count takes place, any equipment found outside of its assigned location shall be either returned to its proper location or re-assigned to its current location in the fiscal asset equipment database (see 3.2, above). Any equipment not found shall be determined to be missing and processed accordingly.
- 5.4 A summary report will be issued to the appropriate administrator within thirty (30) days of completing the inventory count showing the number of missing items, discrepancies and the total number of transfers made to correct inventory errors.
 - 5.4.1 The appropriate administrator shall have thirty (30) days to locate the missing equipment, issue the appropriate disposal documentation, or take additional corrective action as may be indicated.
 - 5.4.2 The disposal documentation should include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- 5.5 In the event that a reconciliation following an inventory count is not completed within the allotted thirty (30) day period, notice will be issued to the Director of Fiscal Services, the appropriate president/chief executive officer and the chancellor.
- 5.6 Upon the determination that state capital asset equipment has been lost or stolen, the Director of Fiscal Services shall make the appropriate report to the state auditor's office in a timely manner.

6.0 Related Information

- 6.1 [RCW 43.88.160](#), Fiscal management – powers & duties of officers and agencies
- 6.2 [RCW 43.19.1917](#), Records of equipment owned by state – Inspection – “State equipment” defined
- 6.3 OFM SAAM, [Chapter 30](#) – Capital Asset Policies
- 6.4 OFM SAAM, [Chapter 35](#) – Inventories
- 6.5 Small and Attractive [definition](#)