Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.3.02

2. SUBJECT: ***Inventory and Control of District Property***

3. POLICY: In order to maintain control and account of all District property and equipment, this Policy and Procedure has been established. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   . Property Inventory:

      1. A District wide inventory (audit) shall be conducted biennially on even years.
      2. All District owned, or purchase items valued over $5,000.00 shall be inventoried and logged into an inventory control sheet (once a scan system is acquired, bar codes and tags will be utilized instead of a control sheet).
      3. The District Fire Chief may delegate responsibility and select personnel, in conjunction with Stations Officers, to maintain and inventory their assigned station biennially.
      4. Inventorial assets must be carried on property records of the District. Assets will be separated into a category of capital or small/attractive. See Policy number 06.03.03 for definitions.

   B. Inventory Records Requirements shall include at a minimum the following details for Capital Assets:

      1. Acquisition Date – date the District takes title to or assumes responsibility for an asset
      2. Cost – the total cost (value) assigned to the asset
      3. Description – name/brand of asset
      4. Inventory Control Number – the control number inscribed on or

contained on the inventory tag attached or referring to an asset

5. Location – the location or assignment of the item
6. Manufacturer – name of either the manufacturer or the commonly accepted trade name; if none, then the vendor name
7. Serial number – the sequential identification number assigned by the manufacturer. Model number if item contains one.
8. Final Disposition of any item being taken off the inventory

Once inventoried asset is accepted, the designated individual shall be responsible for submitting the information for entering asset into the inventory system as well as affixing the appropriate tag/bar code.

All inventoried assets shall be tagged with the District's property ID tag. The inventory number on the tag shall be used to track the item. If a numbered tag cannot be affixed to the item in a manner to prevent removal by normal usage, the serial number shall be used to track the item.

C. Biennial Inventory Audit: The district shall conduct an audit of all inventoried items. The inventory shall include a visual inspection of the items and the record of the items shall be updated with the date of the inspection noted. The biennial inventory shall be maintained and printed for State audit purpose.