

**FIXED/CONTROLLED ASSET INVENTORY CONTROL
AND SURPLUS PROPERTY DISPOSAL
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-301, dated 10/31/11
- FORMS:** See County of Orange Accounting Manual Procedures Manual R-2
- PURPOSE:** To standardize methods of asset control and disposal at the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. All assets will be tagged or marked with a number and re-tagged or again marked if the number is removed.
- B. Fixed asset numbers are assigned by Auditor/Controller Officer, controlled asset numbers by YLA Supplies Clerk or their designee.

II. PROCEDURE

A. Receipt or Transfer of Fixed/Controlled Assets

1. A supervisor will notify Supply personnel whenever the monetary value of a donation, received in his/her area of responsibility, exceeds \$100. In these instances, **a memo will be submitted to Purchasing noting the Division where the transfer is originating and the Division where it will be received. The memo will also include a description of the donated asset, the dollar value, the date received; and be signed by the outgoing and incoming Division Director or designee.**
2. The Supplies Clerk shall keep a master list of all fixed/controlled assets **(any equipment valued at \$5,000 or more)** assigned to YLA.
3. In the event a fixed/controlled asset item is lost or to be moved from one area of responsibility to another, the Supervising Juvenile Correctional Officer (SJCO) responsible for the item shall notify the Supplies Clerk or their designee.

B. Surplus of an Asset

1. The Supplies Clerk shall be responsible for surplusizing fixed/controlled asset items or other county owned property.
2. When SJCOs of each area of responsibility want to surplus a fixed/controlled asset item or other county-owned property, they must turn that item over to the Supplies Clerk or their designee.

3. The Supplies Clerk or their designee shall complete a Surplus Inventory Sheet and forward a copy electronically to the Surplus Program Coordinator of the CEO/Real Estate Division.
 4. All assets or County-owned items shall only be surplus in this manner.
- C. Inventory of Fixed/Controlled Assets.
1. A fixed/controlled asset inventory is completed annually. The inventory is conducted by an inventory team:
 2. The Supplies Clerk or their designee and the Administrative and Fiscal Division (AFD) Support Service Storekeeper or their designee shall visually inspect each fixed/controlled asset item to verify both serial and asset number. **Refer to AFD for donations over \$5,000.**

REFERENCES:

Procedures:	3-1-001	Care and Use of County-Owned Facilities/Equipment
	3-2-304	Fixed/Controlled Asset Inventory Control and Surplus Property Disposal
Policy:	G-7	Distribution and Use of County Services, Supplies And Equipment

County of Orange Donation Policy and Accounting Procedures Manual R-2
<http://intra2k3.ocgov.com/AC%20Intranet/InternalAudit/AccountingManual/AccountingProcedure.aspx?Document=ProcFA2.htm>

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APPROVED BY: