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Review Date: 6/15/2012

North Sound Mental Health Administration

Section 3000 – Fiscal: Inventory

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Approved by: Executive Director

Signature:

Date: 6/15/2012

POLICY #3020.00

SUBJECT: INVENTORY

POLICY

An annual physical inventory shall be conducted of all equipment over a set value.

PROCEDURE

The North Sound Regional Support Network will follow RCW 36.32.210 regarding asset record keeping and reporting. The NSRSN will annually conduct a full and complete inventory of all capital assets in accordance with the standards established by the state auditor.

All items must have an initial cost, or value if donated, of \$7,500 or greater. The initial cost includes shipping and applicable taxes. Items must also have an estimated life greater than one (1) year. Additionally we will list all high risk pilferable items.

For purposes of inventory identification, competent parts used as a single work unit shall be added together and treated as a single inventory item.

Each item included in the property inventory shall be identified with a numeric asset identification tag, unless an item is impractical to tag.

ATTACHMENTS

None