



City of Riverside
Administrative Manual

Effective Date: 2/2014
 Review Date: 2/2017
 Prepared by: Finance Department

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 Department
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 City Manager

SUBJECT:

Equipment and Asset Inventory

PURPOSE:

To establish a guide for maintaining inventory records and control of the City's equipment and asset inventories.

POLICY:

The Finance Department is responsible for maintaining inventory records of the City's equipment and asset inventories. The current monetary threshold for determining whether an item is to be included in the fixed asset inventory is \$5,000.

Each department is responsible for the equipment and asset items assigned for its use. The responsibilities of each department include control, maintenance, security, periodic inventories and reporting to the Finance Department by the proper form for updates to the City's inventory records.

PROCEDURE:

Responsibility	Action
Finance	1. Maintains inventory records of equipment and asset items.
Departments	2. Periodically distributes inventory listings to all departments.
	3. Maintains control over all assigned equipment and asset items.
	4. Notifies Finance Department of all changes, including lost, stolen, transferred, traded, sold or junked inventory items by filling out Fixed and Movable Asset Activities Report (Form 1232-01R6). Real Property Transaction Report for land and buildings.
	5. The transferring department initiates activity form upon transfer of fixed asset. Form must be completed at time of transfer.
	6. Performs a periodic inventory of all assets when directed by the Finance Department.

Attachments:

1. Fixed and Movable Asset Activity Report, Form No. 1232-01R6
2. Real Property Transaction Report

CITY OF RIVERSIDE
 ASSET ACTIVITY REPORT
 CITY MANAGER'S OFFICE/FINANCE
 Form No. 1232-01R6

FIXED AND MOVABLE ASSETS

Add **A** Change Dispose

SHADED AREAS ARE OPTIONAL INFORMATION

Property Tag _____ Vehicle Asset

Asset Name _____

Description _____

Class _____ Vin or Serial No. _____ Location _____

Responsible ID _____ From _____ To _____

Quantity _____ Equip. Use Rate _____ Insurance Type _____

Insurance Expiration _____ Premium _____ Equipment No. _____

Vehicle License No. _____ Year _____ Manuf. _____

Vehicle Model _____ Motor No _____

Acquisition Code _____ Disposition Code _____ Acq/Disp. Date _____

ACQUISITION CODES

- AF - Asset Forfeiture
- CO - Construction Order
- DO - Donated
- P - Purchased
- TX - Department Transfer

DISPOSITION CODES

- DI - Destroyed Involuntarily
- DO - Donated
- DU - Duplicate (FOR CM/FINANCE USE ONLY)
- DV - Destroyed Voluntarily
- HP - Held for Spare Parts
- LO - Lost
- RE - Returned to Vendor
- SC - Scrapped (FOR SURPLUS DEPARTMENT USE ONLY)
- SO - Sold
- ST - Stolen
- SP - Surplus
- TD - Traded
- TX - Department Transfer
- XP - Expensed (FOR CM/FINANCE USE ONLY)

Authorized Signature

_____ | _____ Date _____
 Disposing Department | Acquiring Department

CITY MANAGER/FINANCE USE ONLY

Source of Funds: Code _____ % _____ Code _____ % _____ Code _____ % _____ Code _____ % _____

Life Span _____ Salvage Value _____ Acq/Disp Amount _____ Check No. _____

Check Date _____ Purchase Order No. _____ Purchase Order Date _____

Vendor No. _____

Memo _____

Distribution:

- Copy Number 1 - Fixed Assets Section, City Manager/Finance
- Copy Number 2 - Transfer to Department
- Copy Number 3 - Transfer from Department

COPY 1 - Fixed Assets Section, City Manager/Finance Copy