I. **PURPOSE:** To ensure there are guidelines and a process for the tracking of state purchased property.

II. **POLICY:** Accountability for all program property and supplies shall be provided by a tracking system.

III. **PROCEDURES:**

A. **Inventory:** All program property shall be inventoried.

   1. Storerooms shall be inventoried as needed and at least once annually.

   2. Minor equipment and furnishings, with values of at least $200.00 but less than $1,000.00, shall be inventoried at least annually.

   3. Equipment with current values of $1,000.00 or more shall be inventoried by the facility/unit administrator at least annually. Records of this property shall be maintained in the administrators’ offices.

B. **Inventory Discrepancy:** When a discrepancy is noted, a written report shall be completed and forwarded to the Division Director for review and initiation of appropriate action. Typically, this shall include:

   1. A listing of any item(s) not located.

   2. A listing of any item(s) not recorded on the inventory records.

C. **Property Disposal:** When an item is no longer needed in a particular section or is determined damaged beyond repair, a written report shall be submitted to the facility/unit administrator for appropriate action. Compliance with state policy is required if disposing of state purchased furniture etc.

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