

Northwest Workforce Council

POLICY AND PROCEDURE DIRECTIVE

EFFECTIVE DATE: January 16, 2001
SUBJECT: Property Management
REFERENCE #: WIA 01–22 (Revised December 6, 2005)

The following policy is established to ensure the proper management of all properties obtained through WIA funds, including property purchased with the Job Training Partnership Act funds and transferred to WIA.

Property Management

To ensure an organized and consistent approach to the management of property, the WIA Management Information System Property Database (MISPD) will be used to record and track property purchases. This inventory system will guarantee that the following items are collected:

- 1) a description;
- 2) the serial number and manufacturer
- 3) source of property (tag type);
- 4) fund source;
- 5) an acquisition date and cost;
- 6) location, use, condition, and date the information was reported;
- 7) unit acquisition cost;
- 8) the date of disposal; and
- 9) a unique identification number (WIA tags issued by the State of Washington).

All WIA property purchased shall be inventoried and tagged that has a purchase value of \$5,000 or more. Additionally, software over \$1,000, personal computers, printers, laptop/notebooks, cameras, video cameras, camcorders, televisions, VCR's, VCR/TV's, and copiers will also be put into the WIA MISPD and tagged. Note: Cell phones and PDA's are not considered small and attractive assets because of their limited useful life and will not be put into inventory nor tagged. Records will document who the item was issued to and its disposition. The Property Manager or Deputy Director will obtain prior written approval from Employment Security Department for all equipment expenditures in excess of \$5,000 or more.

A physical inventory of all property contained in the Property Database will be conducted annually. The inventory is to be completed by someone other than the Property Manager. Any

discrepancies found during a physical inventory shall be reported to the Property Manager and investigated.

Any damaged, stolen, or missing serialized property on inventory must be reported to the Deputy Director within ten days (10) of the finding. For missing and stolen property the local police department should be notified and a police report filed. Additionally, any lost, damaged or theft of WIA equipment valued at \$5,000 or more should be investigated and reported to Employment Security Department within ten days of the occurrence.

Procedures for Recording New Inventoried Property

- 1) All invoices must be reviewed to determine if the item purchased should be inventoried. This determination will be made with NWDC Policy Directive *Property Management WIA01 - 22*.

The individual approving the invoice for payment (Deputy Director or Operations Manager) is responsible for making this determination when approving the invoice. Items meeting the criteria should be stamped and coded to Function 8700 (Equipment Purchase).

In the review of invoices the Financial Director or AP Fiscal Assistant should return to the Property Manager all invoices that appear to meet the requirements of NWDC Policy Directive *Property Management WIA01 - 22* that have been coded incorrectly. The Property Manager will review the invoice and make a final determination.

- 2) The AP Fiscal Assistant will provide a copy of the invoice to the Property Manager. The Property Manager or designee will enter the required information into the WIA Property Database. When all data items are entered and the record is saved, a Property Verification Report will be printed.
- 3) The Property Manager or designee will tag the item, checking that the serial number, item description, manufacture, etc. matches the Report. The Report is then dated and initialed to verify that the item is tagged.
- 4) The completed Property Tag Verification Report indicating that the item has been tagged is retained by the Property Manager.

Property Disposition

When acquiring replacement equipment, the equipment to be replaced may be used as a trade-in or sold. When selling property the proceeds shall be used to offset the cost of the replacement property. The replacement property must be for a like item. Proper sales procedures must be established to ensure the highest possible return. When acquiring replacement equipment the approval for the trade-in or selling of property must be obtained in writing from the Deputy Director.

For the disposition of non expendable property with an acquisition cost of \$5,000 or more, instructions on disposition will be obtained from the Employment Security Department.

For the disposition of non expendable property with a unit acquisition cost of under \$5,000 the following guidelines apply:

- 1) Item must be assessed to be of no further use and
- 2) it must be determined whether or not it is on WIA inventory.

Property without Market Value

Both inventoried and non-inventoried property needs to be assessed by the Property Manager as to whether the property has any potential continued use/market value. If the item is judged to be without value, then it must be rendered inoperable before disposal.

Property with Market Value

If the property is judged to still have value, there are two options for disposal:

- 1) The property may be donated to a non-profit agency that has a mission similar to that of the Workforce Council.
- 2) The property can be sold. Any sale of property must be advertised to the public. If the property is on WIA inventory any proceeds from the sale are to be credited to existing grants. If the property is not inventoried, proceeds will be credited to the general account.

Property Disposal Verification

The disposal of property should be verified:

1. If the item is on WIA inventory, a Property Disposal Verification form should be completed.
2. For non-inventoried property, a memo listing the item and the manner of disposal (i.e. transferred, destroyed, donated, or sold) should be noted.

The Property Disposal Verification form or memo must be signed by the Property Manager and one other employee who has witnessed the disposal of the property. Regardless of the nature of disposal, all inventoried WIA property that is disposed of shall be deleted from inventory. The completed Property Disposal Verification form or memo will be maintained in by the Property Manager.

Property Transfer JTPA to WIA

All SDA 3 JTPA property with a depreciated value over \$5,000 must be transferred to WIA and inventoried. JTPA property not transferred should be disposed of in a manner consistent with local or state policy as appropriate.