PURPOSE/POLICY

The general inventory including equipment are a key resource for the agency and must be safeguarded. The overall purpose of this policy is to ensure that consistent and comprehensive management processes are in place to maintain strict controls over inventory and related supplies.

The Mid-Michigan District Health Department will strive to provide reasonable assurance that assets are safeguarded and records are properly maintained for all equipment and other tangible property. All employees are expected to safeguard the agency property. The inventory policy establishes a process for recording, identification and accountability of all Mid-Michigan District Health Department owned furnishings and moveable equipment having a minimum cost of $200 each with a life expectancy of over two years including technology supplies. Any item that has a cost of more than $5,000 per unit will also follow the capital asset policy. This policy requires that:

- All items of equipment that meet the above criteria shall be identified with a property tag affixed to the item
- Equipment control records shall be maintained for each item of equipment identified with a property tag
- Periodic physical inventories will be conducted normally on an annual basis but at least once every two years
- No items of equipment shall be permitted to be disposed of without approval from a Supervisor, Division Director or Health Officer. An employee must notify their supervisor in the event of a lost or damaged item.
- Notification of transfers of equipment to another location or division shall be made to the Financial Specialist

PROCEDURE

Generally, all equipment purchased must be placed under control at the time received by the agency. The Finance Specialist or Public Health Representative (PHR) in charge of purchasing shall assign a property tag and add to the inventory list. The information in the inventory list shall include the description, the acquisition date, the original cost, the disposition date (when disposed), the location and the program charged if applicable.

Every year, the Finance Specialist and the PHR in charge of purchasing will conduct a physical inventory. Any items that are missing or not found shall be reviewed with the Division Directors and noted on the inventory list.

Disposal of property must be approved as noted in the policy above and in addition must follow the capital asset policy if applicable.