

 <p><b>POLICY</b></p>	Applicability <b>Department Wide</b>		
	Effective Date January 1, 2020	Page Number 1 of 5	Policy Number 1.1.2020
	<b>Capital Asset Inventory Records Management</b>		

**Approved**



Allyson Brooks, Director  
 State Historic Preservation Officer

1.1.2020  
 Date Signed

**Policy**

All purchased equipment is considered state property. This policy is to ensure the efficient operation of the Department of Archaeology and Historic Preservation's (DAHP) inventory procedure and to promote the security and organization of internal agency property.

This policy does not apply to Capital Fixed Assets buildings or land.

**Purpose**

The purpose of the capital asset inventory system is to

- provide control and accountability over DAHP's capital assets and
- gather and accurately maintain DAHP's information needed to prepare financial statements.

**Procedure**

The Director will designate the Executive Assistant (EA) as the Supply Officer who will be in charge of the following obligations and duties:

- Record all assets in DAHP's Inventory System Located on the T-drive.
- Record the acquisition of all assets costing over \$5,000/unit in DAHP's Capital Asset Management System (CAMS) managed by DES
- Record and prepare removing assets costing over \$5,000/unit in the DAHP's Inventory System.
- Submit a request to Department of Enterprise Services (DES) for picking up assets using the **DES Surplus Request Management System (SRMS)**.  
<https://fortress.wa.gov/es/apps/SP/Login.aspx>
- Report the loss or theft of property to the Director.
- Request inventory tags from DES.
- Tag assets immediately upon receipt and acceptance by the Agency.
- Record the removed assets from DAHP's Inventory System using the **Surplus Request Management System (SRMS)**.

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- Upon approval, arrange for disposal of assets according to DAHP procedures; as outlined below under Transfer/Disposal.
- Every two years, conduct a physical inventory of Agency's assets and report to the Director and/or Deputy Director of assets that cannot be located as a result of the physical inventory.
- Notify all agency personnel when an assigned asset has been lost or stolen.

### Directive

#### DAHP's Capital Asset Management System (CAMS)

The following assets must be carried on CAMS.

1. Fixed assets (i.e., tangible or intangible assets used in state operations that have a useful life extending beyond one year) with a unit cost of \$5,000 or greater, including sales tax and ancillary costs.
2. Small and attractive assets classified as major group with a cost of at least \$500 and less than \$5,000, classified under the following commodity codes. (See 30.50.10 Capital asset class codes and useful life schedule in Chapter 30.50 of the SAMM Manual)  
<https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/30.50.htm>

#### For Example

Major Group	Class Code	Descriptive Title	Useful Life
58		<b>Communication, Recording, Reproducing, and Detection Equipment</b>	7 Years
	5805	Telephone and Telegraph Equipment, and Cell Phones	
	5810	Communications Security Equipment and Components	
	5815	Teletype and Facsimile Equipment	
	5820	Communications Equipment, Industrial and Commercial	
	5821	Radio and Television Communications Equipment, Airborne	
	5822	Communications Equipment, Public Safety: Audio and Video	
	5865	Headsets, Handsets, Microphones, Speakers, etc.	

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3. Assets carried on CAMS must be tagged with a Washington State Property control number before using that asset. The control number will be placed in plain sight to facilitate the inventory and should not be subject to wear.

### Transfer/Disposal

If an asset is no longer needed by DAHP and has not reached its end of life cycle, the asset will be surplus by the Executive Assistant through the state surplus process by submitting a request online to the **Surplus Request Management System (SRMS)**. The system requires a login ID and password that may be obtained by DES Surplus, (360) 407-2273. More information on how to dispose surplus items may be found at <https://des.wa.gov/services/surplus/dispose-surplus>.

DAHP shall comply with State and Federal regulations when disposing of state assets. DAHP's asset disposal system provides an efficient and convenient asset disposal system, ensures assets are used until the end of their life cycle, and makes an effort to redistribute and reuse surplus items throughout DAHP.

Assets are considered disposed of when they are in one of the following conditions:

- Sold
- Transferred between agencies
- Used for parts
- Traded
- Donated to school or non-religious nonprofit organizations with tax-exempt status.
- Surplused

### Definitions

#### 1. Capitalized Assets

A Capital Asset is a tangible or intangible asset held and used in state operations, which have a service life of more than one year and meet the state's capitalization policy.

Capital assets are classified for general ledger purposes as land; transportation infrastructure-modified approach; art collections, library reserve collections, and museum and historical collections (both exhaustible and inexhaustible); buildings; improvements other than buildings; infrastructure; furnishings and equipment; intangible assets; library resources; and construction in progress.

This policy does not apply to Capital Fixed Assets buildings or land.

All Capital Assets whose value is equal to or greater than \$5000 will be inventoried and tracked to minimize against loss.

Capital assets of the state include:

- land
- infrastructure,

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- improvements to land, buildings,
- leasehold improvements,
- vehicles furnishings,
- equipment,
- collections,
- and all other tangible and intangible assets that are used in state operations.

### 2. Control Assets

Assets whose cost is between \$500 and \$4999 will be inventoried and tracked to minimize against loss. Examples of a controlled asset include:

- Handguns and rifles
- Infrared Viewers
- Optical Devices
- Photographic Projection Equipment, Projectors
- Rangefinders
- Stereo systems
- Tablets
- Telescopes
- Televisions
- Video cameras
- VCRs

### 3. Small and Attractive assets

Assets with a unit cost (including sales tax and ancillary costs) less than \$5,000 are identified as small and attractive assets.

All small and attractive assets with a unit cost of \$300 to \$500 will be inventoried and tracked. Examples of small and attractive assets include:

- Laptops and Notebook Computers
- Tablets and Smart Phones
- Binoculars
- Blu-ray players
- Cameras
- Camcorders
- Cell phones/Smart phones
- Computers, desktop CPU
- DVD Players
- Light tables
- Microscopes

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### **Controlled Assets (\$500 to \$4,999): Examples are**

- Binoculars
- Blu-ray players
- Cameras
- Camcorders
- Cell phones/Smart phones
- Computers, desktop CPU
- DVD players
- Handguns and rifles
- Infrared Viewers
- Optical Devices
- Photographic Projection Equipment, Projectors
- Rangefinders
- Stereo systems
- Tablets
- Telescopes
- Televisions
- Video cameras
- VCRs

### **Not Controlled Equipment**

- Computer-related equipment, not PCs or laptops
- Scientific equipment
- Monitors
- Hard drives
- Cards
- Furniture
- Software – must be 100K or more to be capitalized and licenses must be greater than one year

