

Madison County Inventory Policy

Effective (Revision) Date: August 19, 2022

Purpose

To obtain a policy to appropriately inventory all Madison County owned assets and surplus property and be able to locate assets if transferred.

Overview

The objective is to prove the financial value of identifying and tracking Madison County's inventory and also for insurance purposes.

General Policies

Madison County is required to keep a current inventory of all assets over \$100.00. These items must have a unique tag number and must be entered into the County's inventory database system.

County Department's Responsibilities

1. New Assets or Equipment

When a department purchases furniture, office equipment, computer equipment, etc. that has a value of \$100.00 or greater, a designated representative in that office is responsible for:

- Attaching a physical inventory tag on the equipment.
- Documenting the item in the inventory database system.

Again, each department will be responsible for tagging equipment.

2. Information Technology – Computer Equipment

Each department will be responsible for tracking/tagging its own computers, monitors, scanners, etc. Information Technology will be responsible for tracking/tagging telephones, switches, servers, etc. Certain items may vary by department.

3. Transferring County Property

If a department wishes to transfer County property to another department, the property does not have to go through the Surplus Property process. A transfer form must be completed by both parties and submitted to the Finance Director.

4. Surplus Property Process for Non-IT Related Equipment

A department may have the need to dispose of property that is no longer needed or useable.

The steps to declare County property as Surplus are listed below:

1. The Department Head or designee must complete a Surplus Property Nomination Form for each item. Multiples of the exact same item can be completed on the same form.
2. The Surplus Property Nomination Form is given to the Finance Director, usually via email.
3. The Finance Director then informs all Department Heads, usually via email.
4. If a Department Head wishes to claim an item, the Department Head would notify the Finance Director. The Finance Director would then notify the Department that currently has the property, and the following steps would be taken:
 1. Claiming department would complete a transfer of property form
 2. If approved, property is transferred. The value of the property received, if \$500 or more, shall be deducted from the transferee's department and added to the transferor's department.
 3. Any necessary inventory transfer is made in the inventory software
5. If, after 14 days from the notification from Finance, the property goes unclaimed, the Property Committee may declare it as surplus at the next Property Committee meeting.
6. After the Property Committee has declared the nominated property as surplus, the Finance Director is permitted to sell the property or dispose of it properly.
7. The Maintenance Director can/will store surplus equipment for departments after it has been declared surplus. It will be stored in the 500 building at the Finance Office Complex. Maintenance will work with departments in relocating the item(s).
8. The designee of the Finance Director will handle the sales of surplus equipment (typically govdeals.com) for those departments that do not manage the sales themselves.
9. If property that has been declared surplus and advertised a minimum of twice has not sold, the property can be properly disposed of.
10. If property needs to be disposed of, the Surplus Property form must be completed (and marked as DISPOSED) and given (via email) to the Finance Director.

5. Surplus Property Process (excluding Sheriff's Department and Health Department) for IT Equipment

The steps to declare County IT equipment (computers, monitors, cell phones, etc.), as Surplus are listed below:

1. The Department Head or designee *must* complete a Surplus Property Nomination Form for each item. Multiples of the exact same item can be completed on the same form.
2. A help desk ticket is created (helpdesk@madisoncountyttn.gov) and the Surplus Nomination Form is attached.
3. The equipment is delivered to the IT department, either by the department themselves, or the Maintenance department. The location for IT surplus storage is 100 E Main St, Suite B8 (Courthouse basement).
4. The IT department, in consultation with the Department head or his/her designee, will then determine if the equipment should either be disposed of or made available for Surplus. After the decision has been made by IT regarding the disposal of the equipment or if it can be made available for surplus, the IT Department will submit the equipment to Finance Director. The process listed above in the Surplus Property Process for Non-IT Equipment will then be followed. Once equipment has been declared as surplus by the Property Committee, IT Department can dispose, repurpose, or sale the equipment properly.

6. Surplus Property Process for Sheriff's Department and Health Department for IT Equipment

As these two departments each have their own IT staff, each department can dispose of and make the appropriate decision on what equipment can be repurposed (or made available) for other County departments. The steps to declare County IT equipment (computers, monitors, cell phones, etc.), as Surplus are listed below:

1. The Department Head or designee *must* complete a Surplus Property Nomination Form for each item. Multiples of the exact same item can be completed on the same form.
2. A help desk ticket is created (helpdesk@madisoncountyttn.gov) and the Surplus Nomination Form is attached. This is important in that it creates a paper trail documenting the process. Equally important is that the Madison County IT Department may have a need for the equipment being surplus that the department may not be aware of.
3. If a department wishes to transfer County property to another department, the property does not have to go through the Surplus Property process. A transfer form must be completed by both parties and submitted to the Finance Director.
4. It is the responsibility of the Sheriff's Department and/or Health Department to properly dispose of any surplus IT equipment they have. The process listed above in the Surplus Property Process for Non-IT Equipment will then be followed.

7. Equipment (Vehicle) Trade-ins

A department may have the opportunity for property to be traded-in to reduce the cost of replacement equipment. The department must complete a Surplus Property Nomination Form (as in step 4 above) for each item and complete the question on the form, 'Is the item to be used as a trade-in (yes or no)?' Also, a detailed explanation should be given. Additionally, a quote from the vendor should be attached with the form.

This must be approved by the Property Committee, but not be circulated to other departments by the Finance Director.

8. Mobile Devices (cell phones, tablets, etc.)

A department may have the opportunity for mobile devices to be sold individually or in bulk to companies/vendors that purchase this type of equipment. The department must complete a Surplus Property Nomination Form (as in step 4 above) for the items and complete the question on the form, 'Is the item to be used as a trade-in (yes or no)?' Also, a detailed explanation should be given. Additionally, a quote from the vendor should be attached with the form (if applicable).

This must be approved by the Property Committee, but not be circulated to other departments by the Finance Director.