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| CHAPTER: | 1000 | Number: | 1000 | APRROVED: | 6.8.2021 |
| REPLACES: |  |
| Last Revised: |  | REVIEW: | 6.8.2021 |
| APPROVED: | A picture containing computer, dark, sitting, lit  Description automatically generated | Joe Hoffman, Medical Program Director |
| APPROVED: |  | John Oliver, Chair  |

**I. Purpose:**

Provides deffintion and direction for control,inventory and tracking of assets owned by Kitsap County EMS&TCC non-profit organziation.

**II. Policy:**

The Kitsap County EMS and Trauma Care Council will inventory qualifying assets owned or controlled on a biannual basis. Inventory control will meet the standards and reporting guidelines for non profit organizations as outlined in Washington State Administrative Code and Internal Revune Service rules and regulations.

**III. Procedure:**

A. **To be included in the inventory an item must meet the following criteria:**

1. Be KCEMS & TCC property.
2. Have a probable life of more than two years and valued over $50.
3. Examples of such items are furniture, electronic equipment, training bags, and traing aids that may be used repeatedly without any material impairment of physical condition.

 B. **Equipment Records Maintained by the Office and or Training Manage**

1.KCEMS Office shall verify that the item meets the specification of the purchase order

 issued to the supplier before tagging the item. Once verified by the requesting staff, the

 KCEMS Office will tag the equipment and arrange for the equipment to be delivered to the

 location of storage.

 a.The following information must be entered in the Quickbooks inventory system:

 b. Description

 c. Serial or manufacturer identification number

 d. Original cost Purchase order number (if applicable)

 e. Location: Station or building name.

Generally, all equipment purchased must be placed under control. However, different levels of equipment control can be established. For the larger, more cumbersome equipment, such as desks and file cabinets, the item should be identified with a tag showing that it belongs to KCEMS. The records may show the total number of items in a particular space or office.

C. **Asset Tag Number**

1.The tag number assigned to a piece of equipment serves as the central mechanism for

 establishing a unit record in the inventory control system. The Office Administor will be

 responsible to ensure that each record contains information on the item including:

 a. Description

 b. Serial or manufacturer identification number

 c. Original cost

 d. Purchase order number (if applicable)

 e. Location: Building or Office

D. **Annual Verification of Inventory by Office**

A. Each year, the Office Administor and/or Training Coordinator will furnish the Board of Directors

 with a detailed listing of equipment in inventory. The list should be verified by the Chair and

 any corrections reported to the Office Administor.

E. **Reporting Changes in Status of Equipment**

 A. Status changes are to be reported by the accountable unit as they occur. The Office Manager

 will update the inventory to reflect the change.

 1. Whenever an equipment item is temporarily (less than 6 months) transferred between locations, the

 unit initiating the transfer must keep a record of its new location.

 2. Whenever an item of equipment is found missing or believed to be stolen, this must

 be reported immediately to the Kitsap County EMS and Trauma Care Council Chair

 and the Office Administor.

F. **Equipment Utilization**

 A. Equipment Utilization is one of the most significant aspects of the equipment control system

 is equipment utilization.

 1. It is the responsibility of the Office Administor and the Training Coordinator to:

 a. Keep control over equipment

 b. Ensure equipment is in working order

 c. Detect issues or severe wear

 d. Make arrangements for the disposal of any equipment which exceeds foreseeable future

 needs.

 2. These reviews will not be limited to the equipment items placed under inventory control

 but will cover all equipment belonging to KCEMS including office furniture.

G. **Surplus Property Disposal**

 A. The Office Administor designates item(s) for surplus. Those items in need of surplus will follow

 the surplus inventory policy.