





Asset Inventory and Control Policy

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APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			Jim Gillard, Chair		

I. Purpose:

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

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 the Washington State Administrative Code and Internal Revenue 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 are valued at over \$50.
3. Examples of such items are furniture, electronic equipment, training bags, and training aids that may be used repeatedly without any material impairment of physical condition.

B. Equipment Records Maintained by the Office and or Training Coordinator

1. KCEMS Office shall verify that the item meets the specifications 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 Shared file: Inventory
 - 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 larger, more cumbersome equipment, such as desks



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and file cabinets, the item should be tagged to indicate 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 Administrator will be responsible for ensuring 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 Administrator 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 Administrator.

E. Reporting Changes in the 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 Administrator.

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 Administrator and the Training Coordinator to:
 - a. Keep control over equipment
 - b. Ensure equipment is in working order
 - c. Detect issues or severe wear



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- 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 KCEMS equipment, including office furniture.

G. Surplus Property Disposal

- A. The Office Administrator designates item(s) for surplus. Those items in need of surplus will follow the surplus inventory policy.