



Property Management Reporting and Accountability Procedure

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Objective

Admin adopts Admin’s statewide [Property Management Reporting and Accountability Policy](#) and follows the guidance provided in the [User Guide](#). In order to clarify the policy, Admin has developed a procedure to explain the steps Admin must take to implement the policy.

General Procedures

Step	Action	Responsible Party	Timeline
1.	Admin identifies agency inventory coordinator to provide guidance to divisions’ inventory coordinators.	FMR	Ongoing
2.	Divisions assign division inventory coordinators to: <ul style="list-style-type: none"> • provide guidance to division • verify purchases of property are accounted for and recorded appropriately <ul style="list-style-type: none"> ○ record capital assets in SWIFT ○ record sensitive items in SWIFT or alternative recordkeeping system ○ record consumable inventory in SWIFT or alternative recordkeeping system • obtain approval for disposals and record all property movement and disposals in SWIFT or alternative recordkeeping system • ensure capital assets are numbered and sensitive items are tagged appropriately • ensure physical inventories are completed and reconciled as follows: <ul style="list-style-type: none"> ○ biennially for capital assets and sensitive items ○ annually for consumable items • train employees to safeguard property • track state-owned capital assets and sensitive 	Division management	Ongoing

	items used outside the workplace <ul style="list-style-type: none">• follow requirements for stolen, lost, damaged or recovered property		
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Note

Valuable guidance can be found in the [Property Management User Guide](#) for inventory coordinators, supervisors and managers.

Forms

[Agreement to Take State-Owned Property out of the Workplace](#)

[Property Disposition Request](#)

[State Employee's Personal Property](#)

[Stolen, Lost, Damaged or Recovered Property Report](#)