## 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Responsible Party</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Admin identifies agency inventory coordinator to provide guidance to divisions’ inventory coordinators.</td>
<td>FMR</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
| 2.   | Divisions assign division inventory coordinators to:  
• provide guidance to division  
• verify purchases of property are accounted for and recorded appropriately  
  o record capital assets in SWIFT  
  o record sensitive items in SWIFT or alternative recordkeeping system  
  o 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:  
  o biennially for capital assets and sensitive items  
  o annually for consumable items  
• train employees to safeguard property  
• track state-owned capital assets and sensitive | Division management | Ongoing |
items used outside the workplace
• follow requirements for stolen, lost, damaged or recovered property

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