Policy: Agency administrators shall establish and maintain the following procedure for the purchase or lease of state equipment. These procedures are in accordance with and supplemental to the State Administrative Manual, paragraph 1544.

Purpose: This policy will ensure that state equipment is tracked and accounted for annually following specific procedures.

Procedures:

I. Each agency shall maintain current inventory records. Each agency shall conduct an annual physical count of all property and equipment charged to it and shall reconcile the results of the annual physical count with the inventory records.

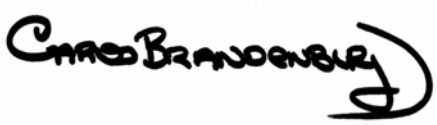
II. Equipment list printouts are sent to each agency annually. Upon receipt of the inventory printout all information shall be updated within the timelines specified by State Purchasing and returned to the Purchasing Division.

III. Any time inventory is transferred within the Division, the agency that had the inventory shall send a memo to the Purchasing Division notifying them of the change if the equipment is over $1000 (if under $999.00, transfers are done between agencies). The agency receiving the inventory shall follow-up and make sure their records are changed.

IV. Any time equipment is transferred, traded or sold outside the Division, agency heads shall declare in writing to the Purchasing administrator that property has become excess in accordance with Policy #1.012. The inventory list shall be kept in each agency and shall be kept current. Anytime new equipment is purchased, state identification tags shall be attached. Agencies that experiences losses of equipment shall file a report with the Nevada Independent Insurance Agents immediately for a determination of coverage. The supporting documents shall be kept in each agency when equipment is transferred, traded or sold.

V. Agency administrators shall submit a report, that physical inventory has been taken and reconciled, to the Division administrator by March 1st of each year.

VI. Each Division agency shall develop specific written procedures to implement the provision of this policy or shall incorporate this policy into the agency policy manual.



Administrator

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