

ADDING ITEMS TO THE INVENTORY

SUMMARY

This procedure explains how to add an item to the capital inventory record, what criteria must exist for the property to be considered capital, how the property is marked, what inventory reports are produced, and what to do if property is lost or stolen.

PROCEDURE

1. When a department purchases new furniture or equipment that costs \$1,000 or more and is not permanently fixed in place, it must be tagged with a Miami-Dade County inventory number.
2. The user department must contact the Internal Services Department (ISD) to provide information about acquisitions once the property is received, in accordance with Administrative Order 8-2.
3. Donated property meeting the County's capital definition must be reported directly to the ISD Capital Inventory Unit by the receiving department. (See Gifts/Donations to the County Procedure Administrative Order 1-3).
4. After receiving the paperwork from the user department, the ISD Capital Inventory Unit will tag the property at the specified delivery location. Only ISD Capital Inventory staff may affix an inventory tag.
5. If a new item has not received a tag with an asset number after 30 days, user departments must contact the ISD Capital Inventory Unit.
6. Departments can access individual Inventory Update Reports using the On-Demand system (<http://ond.miamidade.gov/logon.htm>). Upon visiting the site, locate the Monthly Department Audit Summary and search for # FASR374055A. These reports will reflect additions, transfers, or deletions from the inventory account. Data is available after the first Friday of each month.
7. If any item is lost or stolen, a police report must be filed, and the County tag number and serial number (if any) must also be included. Upon receiving the police report, forward the report to the ISD Capital Inventory Unit. (See Stolen, Lost, Damaged, or Destroyed Property Procedure 563.)

CONTACT(S):

Department/Division

Internal Services Department, Materials Management

REFERENCE DOCUMENT(S):

Administrative Order 8-2, Use, Care, Control and Disposal of County Property

Florida Statutes, Chapter 274,

Administrative Order 1-3, Gifts to the County

Stolen, Lost, Damaged, or Destroyed Property, Procedure 563