

OFFICE OF WORKFORCE OPPORTUNITY
WIOA POLICY ISSUANCE – 2020-002
Effective Date: January 1, 2020

FIXED ASSET INVENTORY POLICY AND PROCEDURE

PURPOSE: To ensure equipment and property is properly tracked, managed, and disposed of in accordance with CFR § 200.313 – “Equipment” and any other applicable state and federal regulations. The definition of equipment is defined in CFR § 200.33.

Per the State of New Hampshire’s Bureau of Purchase & Property’s “Fixed Assets Inventory Policies & Guidelines”, equipment and property with an original purchase price of \$250.00 or more and a useful life of more than a year must be identified with a tag number and added to the agency’s inventory listing.

A physical inventory shall be conducted at least once annually to ensure all items are accounted for; any items that cannot be accounted for must be reconciled with a memorandum for record and, if necessary, an internal investigation may be conducted for unaccountable items. Please reference WIOA Policy 2020-001 “Loss and Theft” for additional information and required steps.

PROCEDURE:

- a. Upon receipt of new equipment and/or property, an item number will be assigned and the item will be tagged.
- b. Maintain purchase records including:
 1. Order information
 2. Prior Approval for Items over \$5,000 (if applicable)
 3. Copy of the invoice
 4. Packing slip or receiving paperwork
 5. Any transfer or disposition paperwork (if applicable)
- c. Update the inventory listing, which will include the following information:
 1. Tag Number
 2. Item Description
 3. Serial Number (if applicable)
 4. Original Purchase Price
 5. Location
 6. FAIN
 7. Percentage of Federal Funds used for Purchase
 8. Disposition Information (if applicable)

RESPONSIBILITY: It is the responsibility of the State Workforce Director to ensure that inventory is being conducted timely. The State Workforce Director may delegate inventory management to an OWO employee, but must sign off on all physical inventories. Annual inventories will be retained in OWO and a copy will be submitted to the BEA Business Office to be compiled with the agency’s inventory listing.

State of New Hampshire
Division of Procurement and Support Services
Bureau of Purchase & Property
FIXED ASSETS INVENTORY POLICIES & GUIDELINES

Statute RSA 21-I:11, I,(a)(5) and per Technical Assistance Procedures and Guidelines.

Agencies are obligated, per the above, to provide the Bureau of Purchase & Property Fixed Assets Inventory Controller a complete and current physical inventory of the equipment under its jurisdiction. This fixed assets report must be received in the Bureau of Purchase & Property by July 31 for the period ending June 30th.

Definition of "Equipment" for Fixed Asset reporting to the Bureau of Purchase & Property is "anything with an **original purchase price of \$250.00 or more** and a **life expectancy of one year or more**".

Software purchases which meet the above criteria must be tagged as a Fixed Asset. The identification tag must be placed on the software package and the corresponding computer receiving the software must be noted. If there is no physical package to attach the tag to, it may be placed on the device where the software will permanently reside.

When purchasing items from State or Federal Surplus Property, **the original value** attached to that item must be reported, not the price which the state agency paid. When an agency surpluses any items, **the original price** must be deducted from the fixed asset system. The State does not depreciate any of its Fixed Assets.

Equipment purchased for Vehicles (e.g. tool boxes, truck caps, etc.) must be tagged and reported on the equipment fixed asset system if it meets the above definition of a Fixed Asset.

21-I:11, I, (a)(5) Division of Plant and Property Management

(5) Maintaining a central inventory record of all state owned real property, physical plant and equipment, which record shall be made available to the comptroller to assist him or her in complying with accounting principles. In order to compile this record the director shall:

- (A) Advise each state agency how to establish and maintain a perpetual inventory record system for real property whether rented or owned, physical plant, and equipment; and
- (B) Require each state agency to report annually, in such form as prescribed by the director, an inventory of the real property whether rented or owned, physical plant, and equipment under its jurisdiction. The form of such report shall not be considered a rule subject to the provisions of RSA 541-A.

Please be aware that in regard to computer equipment and items that use computer components which have the ability to collect and retain data, agencies are required to follow the protocols established in Adm 611.05 rules for disposal and surplus of these items.

Equipment examples include, but are not limited to:

- Computers (desktops, laptops, tablets, etc.)
- Phones, Cell Phones, PDAs, and related communications equipment

- Printers
- Digital Cameras
- Copiers
- Fax Machines
- Flash Drives
- Data Tapes and Disks
- and all other electronic equipment/supplies that may retain data in some fashion.

When these items are disposed or surplus, a Hard Drive Disposition Form (HDDF) **must** accompany the P-11 form to State Surplus (White Farm). This form is available on the [State Surplus Website](#), the [Sunspot Procurement page](#) and as an attachment to this email.

Adm 611.05 - Submission of Computers or Computer Components* to State Surplus Management.

(a) Entities that are part of New Hampshire state government that submit any computer or computer component designed to store data to state surplus management for redistribution or disposal shall

(1) Complete remove or destroy the hard drive or other component of the computer on which data is located, or completely degauss or otherwise completely remove or destroy any data on the computer or component, including data located on any hard drive, and

(2) Submit to state surplus management, in addition to the declaration of surplus form described in Adm 611.07, at the time of the delivery of the computer or computer component for disposal, a certification of hard-drive disposition form.

*Computer Components include, but are not limited to: computers of any type, tapes, memory cards, disks (hard drive, CD, or floppy), flash drives, cell phones, printers, or other media capable of storing State of New Hampshire data.

NOTE: IT IS THE RESPONSIBILITY OF THE AGENCY TO CERTIFY THAT ALL EQUIPMENT BEING SURPLUSSED COMPLIES WITH ADM 611.05.

The P-21, *Monthly Equipment Adjustment Report*, must be submitted by each agency no later than the 15th of the following month. All pertinent forms (such as a P-11, P-17, or P-18) must accompany the P-21 if required. These forms must be **submitted electronically** in Excel, PDF, or Word format, to the attention of Brittany Dampier, at prch.web@das.nh.gov.

All items that are to be disposed, that have an Asset Tag and an inventory listing of \$250.00 or greater, need to utilize the P-17, along with the P-11 and submit through State Surplus (White Farm). If the item is damaged or broken and has no worth, and will not be sold by White Farm and will not be picked up or disposed by white farm, a P-17 only needs to be submitted to White Farm for review and approval. If a Requisition/Bid will be utilized to replace the item, a copy of the signed P-17 must be attached to the Requisition prior to submittal.

A determination of the worth will be decided by State Surplus in conjunction with the Office of Recycling/Solid Waste program personnel, along with whether State Surplus will accept the item for resale or disposal or if the agency/vendor will be responsible for the disposal.

All E-Waste is required by Law to go through the State Surplus regardless of worth or condition of the item. All Metal Recycling will process through State Surplus as well (although there are exceptions where the Metal Recycling may be done at the agency level – in conjunction with State Surplus and the Office of Recycling/Solid Waste program personnel).

Year End Closing Fixed Assets Management

Complete (P-16) - Equipment Inventory and (P-21) - Monthly Equipment Adjustment Report are due by July 31st, and **forward to Brittany Dampier**, Supervisor, Division of Procurement and Support Services at prch.web@das.nh.gov.

All State agencies are required to perform at least one inventory annually, in accordance with the following procedures:

- One individual in each agency shall be delegated the responsibility of supervising the inventory to assure compliance with the requests of this section.
- The results of the inventory shall be recorded on the P-16 Equipment Inventory form.
- Any discrepancy shall be investigated by an independent person delegated by the agency business office who shall report the discrepancy on the Discrepancy Report, form P-18. The discrepancy must be reported using a P-21 Monthly Equipment Adjustment Report.

The completed P-16 and any pertinent forms must accompany the P-21 if required.

Effective July 1, 2011, the minimum value of equipment tracked was increased from \$100.00 to \$250.00. An agency may continue to track items that were previously tracked at the lower amount. Any item that the agency determines to be at **high risk of theft** should continue to be tracked regardless of dollar amount.