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| Subject: | PROPERTY RECORDS |
| Section: | PPG# 5100 |
| Chapter: | Non-service Operations |
| Effective Date: | 7/1/98 |

POLICY

Property Records

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the fire district. Such records shall be updated annually.

For purposes of this policy, “equipment” shall mean a unit of furniture or furnishings, an instrument, a machine, a vehicle, an apparatus, or a set of articles, which retains its shape and identity when incorporated into a more complex unit. The chief shall ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and with-drawl reports. Property records of facilities shall be maintained on an ongoing basis. Property records of consumable supplies shall be maintained on a continuous inventory basis. No equipment shall be removed for personal or non-district use except according to board policy.

Property records shall show, as appropriate to the item recorded, the:

- Description and identification
- Manufacturer
- Year of purchase
- Initial cost
- Location
- Condition and depreciation
- Current valuation in conformity with insurance requirements

Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.

REFERENCES

Cross Reference: Policy 3110 Loans of Department-Owned Equipment