

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

POLICY BULLETIN

FRWDB PB # 01-14, Revision B	Date Released: October 25, 2018
To: All Fresno Regional Workforce Development Board Providers of Services	
From: Blake Konczal, Executive Director	
Effective Date: October 25, 2018	
Subject: Fixed and Sensitive Asset Inventory Control Policy and Process	
Applicable Program: All	
Revision History: Initial Release – 3/7/14	

This Revision B updates the policy and process to reference the responsibilities of sub-contractors in their contracts and updates the value threshold for asset tagging.

The administrative functions associated with the acquisition, maintenance, disposition and/or retirement of non-expendable personal property are shared jointly by FAWIC and Service Providers. FAWIC is generally responsible for accounting and administration of all FAWIC assets, including all non-expendable personal property to which FAWIC has title.

The responsibilities of sub-contracted Service Providers for non-expendable inventory control are documented in their contract with the FRWDB.

The FAWIC General Services Department will take a physical inventory of property every two years. The Service Provider will be notified of discrepancies and the Service Provider will resolve them in a timely manner.

A. Tagging Equipment

Upon receipt of an invoice, the FAWIC's General Services Department prepares a "Fixed Asset Record" identifying the equipment purchased and immediately proceeds to attach numeric identification tags to the equipment for property control. As defined below, tags are applied to all fixed assets with a functional unit cost of \$300.00 or more.

Definitions:

Equipment - Fixed Asset: Tangible non-expendable personal property with a useful life of one year or longer and an acquisition cost of \$300.00** or more per unit.*

*Modular or systems furniture will be exempted as individual components (work surfaces, drawers, shelving, panels, etc.) cannot function independently of each other. In addition, the ability to disassemble and

reconfigure in larger or small workstations and store remaining components makes it difficult track and update its value.

**The following IT equipment will be tagged regardless of dollar value: PC's, laptops, tablets, projectors, printers, fax machines, wireless access points.

If a property tag comes off, it should be immediately reattached to the item. If a tag becomes lost, mutilated or destroyed, the FAWIC General Services Department should be notified so that a new tag can be prepared and affixed.

B. Transfer of Property

The transfer or removal of any property from the Service Provider is prohibited unless a "Request to Transfer Property" form has been properly prepared and approved by the FAWIC's General Services Manager. This form must be used for the transfer of equipment from one location to another, even though it may be within the same Service Provider jurisdiction.

If there are any questions, please contact the FAWIC General Services Department.