

Client Agency Policy & Operations Manual

SECTION: 70 Asset Management

NUMBER: SCS-70-020

TITLE: State Property Assigned to State Employees

EFFECTIVE DATE: 06-01-03

APPROVED: (Signature on file at State Controller's Division)

**PURPOSE and/or
RESULTS DESIRED:**

This policy is necessary to ensure that agency management, volunteers, employees, and contractors are accountable for all state property in the temporary possession of a state employee, volunteer, or contractor. The result is an active and documented inventory of all assigned state property with periodic reviews and reconciliation. The result is that all state property is accounted for and returned upon termination of the state relationship.

AUTHORITY:

[ORS 293.590](#)

Department to supervise state agency accounting; furnishing accounting services.

[ORS 297.120](#)

Investigating loss of public funds or property by state agency when public officer involved; report to Governor.

[OAM 10.55.00.PO](#)

Internal Control -- Employee Assigned Property.

APPLICABILITY:

All management and employees of Shared Client Services Agencies.

POLICY:

Agency management is responsible for establishing procedures to issue and inventory property assigned to employees. State-owned property that may be assigned to state employees includes but is not limited to:

- Cell phones
- Pagers
- Palm pilots
- Keys and key cards
- Hand tools
- Laptop computers
- Cameras, camcorders, and photography equipment
- Televisions and VCRs
- Firearms
- Credit cards

GUIDELINES:

Records of property assigned to employees should be updated annually. The record should be used to document and ensure that all property is returned to the State upon employee termination.

Agencies that assign state-owned property to contractors should ensure that the procedures for assigning and monitoring the use of the property are included in the contract. If state-owned property is assigned to volunteer workers, there should be a written agreement specifying how and when the property will be inventoried and how it should be returned upon completion of the volunteer assignment.

Agencies should maintain an inventory of all property assigned to state employees, contractors, and volunteers and should make such inventory available for audit.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	Client Agency Head	<p>Initiate or assign subordinate employee to maintain a list of all state assets assigned to your employees, volunteers and contractors - including person's name, description of asset, and identification number. Review and approve the listing as accurate and complete. Update once per year reflecting date and agency head signature.</p> <p>Alternatively, have each agency employee, volunteer, or contractor complete a Personal Inventory of State Assets form. Initiate or assign subordinate employee to verify the accuracy and completeness of the Personal Inventory of State Assets form. Update the form annually as part of the annual employee evaluation process and an annual assessment of volunteers and contractors.</p> <p>Complete the Personal Inventory of State Assets form for all state assets assigned to staff. If Board or Commission member with oversight authority or assigned employee are not available to review and sign, have Manager of SCD Shared Client Services review and sign form at time of employee's separation from the agency.</p>
2.	Board/Commission Chairperson/Client Agency Personnel	Review agency head Personal Inventory of State Assets for accuracy and completeness. Schedule and conduct annual review. File in client agency administrative/personnel records.

FORMS: See attached.

Personal Inventory of State Assets

AGENCY: _____

Date: _____

Name of Person: _____

Section/Work Location: _____

ASSET	ASSIGNED	IDENTIFICATION NUMBER
State Purchasing Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	
State Phone Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	
State Travel Credit Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Building Security Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Building/Room Keys	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cellular Phone	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pager	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Laptop Computer	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Handheld Computer Devise	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Briefcase	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Office Equipment (list below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (list below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (list below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (list below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (list below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	