PURCHASING 4.0

Inventory -- 4.8

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Signature:

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POLICY
All property costing $5,000 or more, and sensitive equipment costing $100 or more, must be tagged with a state property tag upon receipt of the property. All tagged items are placed on an inventory list. Each agency/office is responsible for maintaining their own property inventory.

APPLICABILITY
This policy applies to Local Health Department, Regional and Central Office personnel. If equipment is purchased through state channels it is required to have a state tag regardless of the funding (contract/grant).

PURPOSE
To insure property accountability.

PROCEDURE
After the purchase of new equipment has been initiated and processed, a copy of the Purchase Order with a red stamped Receivable Notice is sent to the ordering office. A state property tag is sent with the Receivable Notice and must be firmly affixed to new equipment costing $5,000 or more and sensitive equipment costing $100 or more. Property tags should not be attached to any other equipment.

Employees receiving the equipment should complete the information on the Receivable Notice regarding location, serial number, etc. This is important since inventory audits are checked against the information listed on this Receivable Notice.

The Receivable Notice must be signed, verifying that a property tag has been affixed, and returned to Property and Procurement of the Department of Health to allow the invoice to be paid and the equipment to be entered on the Inventory System maintained by Property and Procurement. If new computer equipment has been received from the Bureau of Information Resources of the Department of Health, a copy of the Microcomputer Configuration Checklist must be sent to Property and Procurement with the Receivable Notice.

REFERENCE DOCUMENT
Tennessee Department of Health Property Inventory Manual

OFFICE OF PRIMARY RESPONSIBILITY
Fiscal Services Section, Bureau of Health Services, (615)741-7305

- See Policy 1.8 for equipment purchased under a contract/grant.