

WEST VIRGINIA JOINT COMMITTEE ON GOVERNMENT AND FINANCE
ASSET MANAGEMENT MANUAL

1 General Information

1.1 Authority:

The West Virginia Joint Committee on Government and Finance (Joint Expenses) is exempt from state purchasing rules per WV Code 5A-3-1, as such this manual contains the procedures and controls related to Asset Management.

1.2 Purpose:

The purpose of the Asset Management Manual is to provide direction to Joint Expense staff on acquiring, recording, inventorying, maintaining, and disposing of Assets.

1.3 Definitions:

1.3.1 “Coordinator” means the Inventory Control Coordinator.

1.3.2 “Non-Reportable Assets” means Assets that are valued at less than \$1,000 or have a useful life of less than one year, or Assets expendable in nature. Examples of Non-Reportable Assets include: calculators, skids of paper, office supplies, etc.

1.3.3 “PICS” means the West Virginia Legislature Purchasing and Inventory Control System

1.3.4 “Purchaser” means an individual assigned by the Legislative Manager to order the items approved by the Legislative Manager via PICS. Purchasers are normally also P-Card holders.

1.3.5 “Receiver” means an individual assigned by the Legislative Manager to receive items ordered by Joint Expenses and designated as a receiver in PICS.

1.3.6 “Reportable Assets” means all equipment, vehicles, and other items, excluding expendable commodities as defined by Non-Reportable Assets, that has an original acquisition cost of \$1,000 or more and a useful life of one year or longer, with the exception of the following:

1.3.6.1 Firearms regardless of cost.

1.3.6.2 All computers (including laptops, tablets, and central processing units).

1.3.6.3 All printers and other electronic devices with an acquisition cost of \$500 or more.

1.3.6.4 Any other items determined by the Legislative Manager upon advice from Division Directors (GPS Units, Portable PA systems)

- 1.3.7 “Requestor” means an individual assigned by the Legislative Manager to request items via PICS.
- 1.3.8 “Tracker” means the individual assigned by the Division Director as Inventory Tracker.
- 1.4 Office Supplies, Equipment, Postage, duplicating facilities, etc., are to be used only for office business. Employees should not use these supplies and facilities for personal purposes. Any equipment removed from the offices of the Joint Committee will be done so for office purposes only and must be approved in advance by the employee’s Division head or the Legislative Manager. Full justification shall accompany such request on the Equipment Sign In/Out Forms provided. The bottom of the Equipment Assignment Form will be completed by the employee’s supervisor giving approval to remove the equipment from the offices of the Joint Committee for employees whose job duties necessitate working from remote locations or the employee to be able to access the Joint Committee servers while not physically in the office.
- 1.5 The Legislative Manager shall designate an individual to be the Inventory Control Coordinator (Coordinator). The Coordinator will be responsible for:
 - 1.5.1 Maintaining the Joint Expense’s Asset Inventory in PICS;
 - 1.5.2 Submitting proper and timely information to the Legislative Manager and Fiscal Office as required;
 - 1.5.3 Performing a complete physical inventory, with the assistance of the Division Inventory Tracker every three (3) years;
 - 1.5.4 Reviewing the Annual Certifications submitted by the Division Inventory Trackers and updating PICS as needed;
 - 1.5.5 Notifying and training Division Inventory Tracker’s on the procedures regarding the care and proper disposition of all Joint Expense owned Assets as outlined in this manual; and,
 - 1.5.6 Notifying and training employees on the procedures regarding the care and proper disposition of all state-owned Assets as outlined in this manual.
- 1.6 Each Division Director shall assign an employee as the Division’s Inventory Tracker (Tracker) and provide an email to the Coordinator and Director of LASD with the employee’s contact information. The Tracker will be responsible for:
 - 1.6.1 Notifying the Coordinator of any Reportable Asset assignment changes;
 - 1.6.2 Assisting the Coordinator with the Annual Certifications and tri-annual physical inventory; and

1.6.3 Maintaining records on Reportable Asset Assignments.

1.7 Determination of Acquisition Cost

The acquisition cost of an Asset is the actual cost of the Asset, as evident by invoices and purchase orders. The acquisition cost may also be determined by a reasonable method of estimation when no invoice or purchase order exists. Documentation related to the estimate and on the estimation method used should be maintained in the appropriate file for audit purposes.

1.7.1 Assets should be inventoried on a “per item” basis. Individual items making one working component are to be inventoried as one Asset.

1.7.2 Group purchases should not be recorded in aggregate.

1.7.3 Individual Assets should be recorded in PICS only if the individual Asset meets the requirements of a Reportable Asset. Each unit must bear a separate numbered inventory tag.

2 Ordering Assets

2.1 All requests for purchasing Assets must be entered into PICS by the Requestor.

2.2 When entering a request to purchase an Asset, the Requestor must mark a “Y” if the item is a Reportable Asset and needs to be listed in Inventory or a “N” if the item is a Non-Reportable Asset.

3 Receiving Reportable Assets

3.1 There are three designated receiving areas for Joint Expenses: East Wing Legislative Manager’s Office Room E-132, West Wing Post Audit Room W-329, and Duplicating (MB-26). When items are received the Receivers should follow the following procedures:

3.1.1 Each receiver will be provided with a small quantity of bar codes by the Coordinator.

3.1.1.1 The Coordinator will keep a spreadsheet noting which bar codes were assigned and periodically confirm any unused barcodes are in the Receiver’s custody.

3.1.1.2 The Receiver is responsible for the bar codes assigned.

3.1.2 Log into PICS and in addition to completing the receiving report enter the Serial Number, Model Number and barcode.

3.1.3 Secure the barcode to the Asset in a visible area.

- 3.2 Once the Reportable Asset has been received and the information entered, the Receiver should transfer the Asset to the appropriate Division.
- 3.3 Periodically, the Coordinator shall run a PICS report of all PICS Inventory placed in service and verify the Serial Number, Model Number and Bar Code entered are correct. If the Coordinator finds a receiver has not been entering the information the Coordinator will inform the Director of Administration and the Fiscal Officer.
- 3.4 Quarterly, the Fiscal Officer will provide the Coordinator a Potential Asset Report from the wvOASIS System.
 - 3.4.1 The Fiscal Officer will perform a review of the report prior to providing it to the Coordinator to include the PICS PO Number related to the transaction, and remove any Non-Reportable Commodities.
 - 3.4.2 The Coordinator will review the report to determine if there are any additional items which need to be tagged and entered into the PICS Inventory.
 - 3.4.3 The Coordinator will investigate to determine why the items were not recorded in the Inventory upon receipt.

4 Custody of Assets

- 4.1 When Assets are assigned to an employee/division, an Equipment Assignment Form must be completed. This form is to be completed by the Coordinator/Tracker and signed by the employee. The Tracker must keep a copy of the form for his/her records and send the original to the Coordinator. The Coordinator shall scan the form and send it to the following individuals:
 - 4.1.1 The employee for their records; and
 - 4.1.2 The Fiscal Officer for inclusion in the employee's Personnel file
- 4.2 For Assets assigned to a Division and not a specific employee – the Division Director shall sign the Equipment Assignment Form.
- 4.3 When an Asset is reassigned to another employee or division, the person assigned with moving the Assets must notify the Coordinator of the barcode and new location of the Asset.
- 4.4 If the Asset moved was not a temporary assignment and the Asset was previously assigned to the custody of a specific employee and not the department, the Coordinator will prepare an Equipment Returned Form which is signed by both the employee and the Coordinator, and if necessary a new Equipment Assignment Form shall be completed and signed by the new employee, as required in 4.1. A copy of the Equipment Returned Form should be submitted to the Fiscal Office for inclusion in the employee's Personnel file.

4.5 When Assets are returned and not reassigned to another employee, an Equipment Returned Form should be completed by the employee and signed by the Division Director. The Tracker must keep a copy of the form for his/her records and send the original to the Coordinator. The Coordinator shall scan the form and send it to the following individuals:

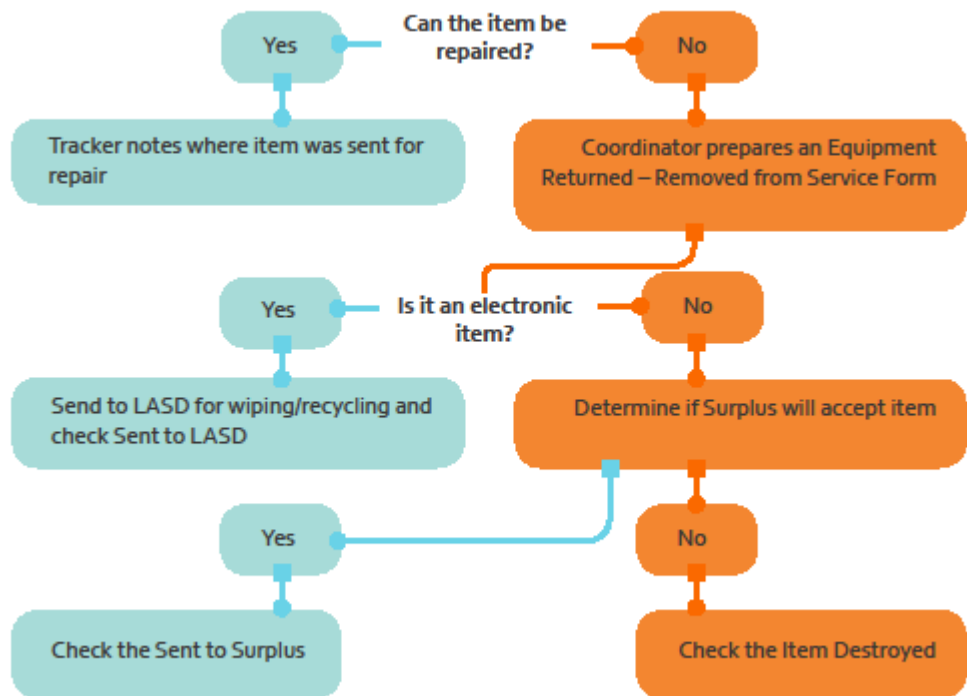
4.5.1 The employee for his/her records; and

4.5.2 The Fiscal Officer for inclusion in the employee's Personnel File

5 Destruction of Assets

5.1 When a Reportable Asset has reached the end of its useful life, the Tracker shall notify the Coordinator.

5.2 The Coordinator shall inspect the item to determine the best method for disposal, provided that for electronic devices (computers, laptops, printers) LASD will make the determination. The decision tree below shall be used as a guide for determining the status of the item



5.3 Electronic Items

5.3.1 Any electronic device that is going to be recycled must have the hard drive removed and kept by LASD. LASD shall make the determination on what is to be done with the hard drive.

5.3.2 Hard drives that can be reused, but contain sensitive data, are DOD wiped and used as spare hard drives as needed.

5.3.3 Hard drives that cannot be repurposed are to be physically destroyed on-site by either LASD or by a contracted company.

5.4 Items determined to be Sent to Surplus or Sent to be Recycled should be stored in the following areas and the Coordinator should adjust the description/location in PICS to say "to be Surplused" or "to be Recycled" :

5.4.1 All electronic items being sent to Recycling should be stored by LASD and an inventory maintained by the Tracker for LASD.

5.4.2 All items to be sent to surplus should be stored in the Division the item(s) were assigned and an inventory maintained by the Tracker for the Division

5.5 Periodically, the Coordinator will send an email to all Joint Expense Staff inquiring about inventory which needs to be disposed of.

5.6 For items sent to Surplus or Recycling, the Coordinator prepares the WV-103 Surplus Property Retirement Form and calls to schedule the pickup.

5.7 Once the items have been picked up by Surplus Property, the Coordinator shall click the Destroyed/Surplus/Recycled box in PICS removing the item from active inventory.

6 Annual Certification and Physical Inventory Count

6.1 Around June 1 the Coordinator will prepare an Annual Certification Form which lists all Assets assigned to an employee and provide these forms to the Trackers. The Trackers are responsible for providing these forms to the employee and investigating any discrepancies. The employees must return the Annual Certification Forms back to the Division Tracker by June 15.

6.2 Any discrepancies noted on the forms should be communicated to the Coordinator in writing. If needed, the Tracker should have employees prepare any necessary Equipment Assigned or Equipment Returned Forms. (See Section 4)

6.3 Upon receipt of the Annual Certification Forms, the Tracker will review the forms and prepare an Annual Certification Cover sheet for the Coordinator noting any discrepancies. The Annual Certification Cover Sheet must be signed by the Division Director. The Tracker has until June 30 to send the Annual Certification Forms and Cover Sheet to the Coordinator

- 6.4 The Coordinator shall review the Cover sheets and make any adjustments needed in the PICS Inventory System.
- 6.5 Using his/her judgement, the Coordinator shall select a small sample of items to be physically located. The sample should include at least three (3) items from any discrepancies noted on the Annual Certification Cover Sheets. The Coordinator should document which items were physically located.
- 6.6 Every three years, the Coordinator shall perform a complete physical inventory. The Trackers will assist the Coordinator in the physical inventory. At the end of the physical inventory the Inventory Coordinator will complete the Physical Inventory Certification and submit to the Fiscal Office and Legislative Manager.