



Walla Walla Community College
ASSET PROCEDURE, INCLUDING SMALL & ATTRACTIVE ASSETS

PURPOSE

Provide effective internal control and recordkeeping of all assets from acquisition to disposal, and to identify assets that are inventoried.

DEFINITIONS

Capital Assets: Capital assets are buildings, improvements, equipment, and furniture with a value over \$5,000 and a life expectancy longer than one year, and all land. Capitalized assets are depreciated over time (except land).

Small and Attractive Assets: Small and attractive assets are generally valued at more than \$2,500 and always less than \$5,000, have a life expectancy longer than one year, and tend to be vulnerable to loss or have a significant risk of theft.

- Donations and gifts within these parameters will also be inventoried.
- Certain highly attractive and portable items, such as cameras over \$200, flat screen TVs over \$1000, microscopes, laptops, and weapons (by legislature).
- Certain workforce instructional program tools and equipment which cost more than \$1,000 e.g. welders, high-end power tools, etc. Workforce instructional program tools and equipment *under* the \$1,000 limit, or other special items, can be also tagged and inventoried if requested on the purchase requisition.

Exclusions: Desktop and lab computers, monitors, switches, routers, and data projectors are the responsibility of the IT Director and are generally *not* considered small and attractive. Vehicles purchased for resale and furniture are *not* considered small and attractive assets.

Property Custodian: The Procurement Manager is the Property Custodian for all assets. The Property Custodian is responsible for purchasing, tagging new assets, maintaining records for capital and small and attractive assets, logging and reporting stolen property, declaring assets as surplus, and recording asset disposals.

Surplus Property: Surplus property includes obsolete or excess assets, as well as materials or supplies not considered assets, and is determined surplus by the Property Custodian.

Internal Control: Asset internal control is handled by Business Services and includes purchasing, maintaining records for capital and small and attractive assets, tagging assets, conducting physical inventories, reconciling property inventory and fiscal records, and making financial reports of fixed assets.

PROCEDURES

Acquisitions: The College becomes responsible for property upon delivery. Assets are tagged upon arrival. The college inventory tag number is noted on the receiving document (packing slip, PO). The new item, tag number, and related details are recorded in the fixed asset system. Assets purchased with federal grant funds must be tagged using specially designated tags which indicate the asset is considered federal/college property.

Recordkeeping: Capital asset records are maintained in the FAE system. Small and attractive assets records are maintained in a separate asset inventory list. While Technology Services maintains a list of computer equipment, software, projectors, and computer-based audiovisual equipment for replacement, warranty, maintenance, and lifecycle purposes, that list is outside of, and not included on, the asset inventory list.

Inventory: A physical inventory of both capital and small and attractive assets is required every two years. Property should not be moved from its assigned location without advance notification to the Property Custodian so that the inventory record can be updated. During the physical inventory, the Property Custodian or his designee notes exceptions and corrections on the property list for subsequent resolution as needed. The physical inventory is reconciled to the general ledger.

Security: Small and attractive assets are to be held in a secure location with restricted access and/or stored in such a way that the absence of items would be noticeable as early as possible. All college personnel with assets assigned to them should be knowledgeable and responsible for the accountability, availability, and preservation of those items. Property suspected to be missing or stolen should be reported to the Property Custodian immediately.

Missing or Stolen Property: If property is determined to be officially missing, the Property Custodian notifies the local police and Vice President of Financial Services about the circumstances under which the item was lost or stolen. Business Services will then notify the State Auditor's Office as appropriate.

Disposal, Transfers, Trades and Trade-Ins of Surplus Property: Disposal of surplus property must be conducted through the Property Custodian. Notification should include description, State of Washington tag number (if available), serial number, condition, and any other pertinent information including disposal preference (i.e. re-assign within college, public sale, state or non-profit donation, or junk). To directly sell property, the Property Custodian will follow a competitive proposal process in accordance with state and college guidelines. NOTE: This applies to *all* property even if deemed non-inventoriable under above guidelines.

REGULATIONS

SAAM Chapter 30, RCW 43.88.160, 43.19.190 through 43.19-1939, 43.41.150.