


East Lake Tarpon Special Fire Control District

	<i>SOP 901 Fixed Asset Inventory</i>	
	Implementation Date: 11/2000	Revision Date(s): 09/2004
		Reviewed Date(s):
	Forms or Attachments: None	

Maintaining an accurate inventory of all property owned by the Department is a very difficult, but essential task of any business. In order to maintain a closer control of all property the following procedures must be followed by ALL personnel.

1. All purchases will only be made after being approved by the Fire Chief.
2. The proper purchase request form will be completed and approved prior to purchasing or taking delivery of any item. The only exception will be for emergency purchase.
3. All items being delivered to the station or picked up by an employee will be checked in by the Administration Office-Personnel-prior to use or distribution.
4. Asset tags will be attached to the appropriate item before it is placed in service.
5. Any items which are retired or sold must be checked off the inventory prior to it leaving the property. All items which are declared surplus must be sold to the highest bidder after first being offered to other County fire departments.
6. No property can be given by any employee or member of the Department to any other member or employee.