

General Order 242.00

Reviewed: 12/14

242.00 INVENTORY

- The Support Services Division shall ensure the existence of a centralized inventory system controlling all departmentally-owned property. The maintenance of the department's perpetual inventory shall be the duty of the Administrative Specialist.
- The inventory system will contain the following information per item:
 - A description of the individual item,
 - The serial number of the item,
 - The date the item was received,
 - The item's location within the Department,
 - Notations of existing damage and repairs,
 - Estimated value of the item,
 - City-issued serial number of the item, and
 - The last date of physical inspection.
- Upon receipt of new property, the appropriate information will be added to the perpetual inventory. Likewise, as property leaves control of the Department, the item will be deleted from the inventory.
- When the department level inventory procedures have been completed, the Support Services Division will forward the inventory to the Finance Department in order to comply with municipal government's inventory procedures.

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Authorized by Jerry Garner, Police Chief Effective Date: December <u>5</u> , 2014	
 Signature	Date: <u>12-5-2014</u>