

Vermilion County, Illinois
Inventory Policies and Procedures



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Policy Statement

Vermilion County is required to keep a current inventory of all assets over \$250.00. These items must have a unique tag number and must be entered into the County's inventory database system.

Purpose

This policy provides guidelines to appropriately inventory all Vermilion County owned tagged assets and surplus property.

Objective

To prove the financial value of the County's inventory for tracking equipment and for insurance.

**Vermilion County, Illinois
Inventory Policies and Procedures**

County Department's Responsibilities

1. New Assets or Equipment

When a department purchases furniture, office equipment, computer equipment, etc. that has a value of \$250.00 or more, a designated representative in that office is responsible for:

- Attach a physical inventory tag on the equipment and document the inventory information required.
- Give the inventory information to the Technology Services department to enter into the inventory database.
- Technology Services will provide the departments with inventory tags and inventory data entry forms.

Vermilion County, Illinois
Inventory Policies and Procedures

County Department's Responsibilities - *continued*

2. Surplus Equipment – Non Computer Equipment

- Each County department must complete a County surplus form (provided by the County Board office) and submit the completed form to the County Board office. (Must note on the paperwork if the equipment is still useable or if the equipment is not useable.)
- The County Board office will contact Building & Grounds to pick up all non-computer surplus equipment from the requesting department.
 - Useable equipment:
 - All useable equipment will be saved and used in other County departments.
 - Building & Grounds will pick up and store the old equipment.
 - The County Board office will inform Technology Services when equipment has been removed from a department and sent to Building & Grounds.
 - Technology Services will update the information in the inventory system.
 - Un-useable equipment:
 - All un-useable equipment will be picked up and stored by Building & Grounds.
 - The County Board office will inform Technology Services when equipment has been removed from a department and sent to Building & Grounds for surplus.
 - Technology Services will delete the information in the inventory system.
 - Building & Grounds will give the Property Committee a list of the equipment for surplus approval.

**Vermilion County, Illinois
Inventory Policies and Procedures**

County Department's Responsibilities - *continued*

- Once the Property Committee has approved the equipment as surplus:
 - If the equipment has a value, it will be sent to auction.
 - If not useable, the equipment will be sent to a recycling center or thrown away.

Vermilion County, Illinois
Inventory Policies and Procedures

County Department's Responsibilities - *continued*

3. Surplus Equipment – Computer Equipment

- Each County department will contact Technology Services department to pick up any unneeded or broken computer equipment.

Computer equipment includes: monitors, printers, scanners, personal computers, external hard drives, network switches, network routers, etc..

(The department must let Technology Services know if they think the computer equipment is still useable.)

- Technology Services will pick up and store the old computer equipment.
- Technology Services will examine the computer equipment to determine if is still useable or if the equipment is no longer useable.
- Technology Services will update the information in the County Inventory system.
 - Useable equipment will be saved (or repaired) and used in other departments.
 - Un-useable equipment will be marked as surplus:
 - Technology Services will give the Property Committee a list of the equipment for surplus approval.
 - Once the Property Committee has approved the equipment as surplus:
 - If the equipment has a value, it will be sent to auction.
 - If not useable, will be sent to recycling center or destroyed.

Vermilion County, Illinois
Inventory Policies and Procedures

County Department's Responsibilities - *continued*

4. Conduct a Physical Inventory

- Every two years, the County will be asking each department to conduct a physical inventory of their department.
- The Technology Services department will give the department an inventory report for their department. The department is responsible for verifying the information on the inventory list and supplying the Technology Services department with any changes to the inventory. This includes adding new equipment, deleting equipment that has been removed or updating information about the equipment.
- Technology Services will supply the department with an updated inventory report after updating the information supplied by the department.

**Vermilion County, Illinois
Inventory Policies and Procedures**

Surplus Equipment

The Property Committee has the authority to declare county equipment surplus.

Once the equipment has been declared surplus, the equipment can be sent to a recycling center, sent to auction or thrown away.