

III - A.2

COLUMBIANA COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD
27 Vista Drive, P O Box 500, Lisbon, Ohio 44432

SUBJECT: INVENTORY

Section:

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Effective Date: 01/03/05

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Approved By: Patricia A. Baumgarner
Executive Director

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POLICY:

This policy will define the Board's process for recording and overseeing the inventory of Board-owned equipment and furniture.

PROCEDURES:

1. Equipment price of items valuing more than \$100 will be recorded on the Inventory Sheet.
2. Each purchased item will be recorded on the Inventory Sheet, itemizing the serial number, Board item number, date purchased, cost, and location of item. A copy of the bill for the item and the check used to purchase the item is attached to the Inventory Sheet. The Inventory Sheet is filed in the Board Administrative Secretary's office.
3. All Board-owned items are tagged with an assigned item number.
4. If equipment or furniture is donated to a provider agency, the date of donation and recipient of the donation is recorded on the Inventory Sheet.
5. If equipment or furniture is replaced, the date of replacement is recorded.
6. Items moved from one office to another are recorded on the Board Inventory sheet.
7. An individual list of equipment that is in each office is provided to each staff member. Staff will maintain the list when something is moved from their office and provide information to the Board Administrative Secretary to record on the master Inventory record.
8. Every other year, the Board Administrative Secretary will physically check the inventory list with the equipment and furniture located in each office.
9. When an employee resigns, prior to exiting, the Administrative Assistant is responsible for completing an inventory checklist verifying the status of agency-owned equipment and furniture in the exiting employee's office or work area. Discrepancies are to be reported to the exiting employee's Immediate Supervisor and to the Board Secretary to record on the master Inventory record. (See Board Exit Policy and Employee Exit Checklist.)
10. Upon request, the Board will provide the County with a copy of the Board's inventory list.

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