



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 11-04SP3

ISSUE

PAGE 1 OF 1

By

EFFECTIVE 8/26/11

SUBJECT

PROCUREMENT OF GOODS, SUPPLIES AND
EQUIPMENT – Equipment Control

APPROVED

GREGORY C. DEVEREAUX
Chief Executive Officer

PURPOSE

The purpose of this standard practice is to establish that authority and responsibility for maintaining control of sensitive equipment rests with each department.

DEFINITION

Sensitive equipment is defined as all equipment purchased at cost of less than \$5,000, purchased by the County and utilized by Departments in the delivery of programs and services.

RESPONSIBILITIES AND PROCEDURES

1. Departments are required to maintain inventory control and assignment location and disposition of sensitive equipment items (not defined as fixed assets in 11-04SP2). Sensitive equipment includes but is not limited to;

a) Electronic devices with a monthly access or rental lease fee including, but not limited to, cellular phones, photocopiers and radio communication devices.

b) Portable personal digital and telecommunications equipment, digital cameras, video cameras, or any electronic equipment or photography equipment with a purchase price of less than \$5,000.

c) Computer central processing units, laptops, printers, scanners, monitors and facsimile machines with a purchase price of less than \$5,000.

d) Other items, tools or small equipment with a purchase price of less than \$5,000 and purchased for use by County staff in delivery of programs and services. Each Agency or Department Head may make a determination to include items in addition to those identified in this Standard Practice.

2. "Purchase price" for the purposes of this policy and standard practice is defined at the acquisition cost of an item, including the purchase price, before trade-in allowance, less discounts, plus freight, transportation and installation costs and sales or use tax.

3. Each department will be responsible to ensure that employees return County property, which is provided for use off site, to the department in the the event of the transfer, termination or separation from employment.

4. Once a department establishes inventory controls of sensitive equipment (as well as those items they elect to added pursuant to 1(d) above), a Department's inventory list shall be updated on an annual basis and filed with the County Clerk by June 30 of each year.