

Internal Operations Manual

SUBJECT: Susceptible Property **NUMBER:** 107-03-110

DIVISION: Office of Business Administration **EFFECTIVE DATE:** 09-12-02

APPROVED: Signature on file with the Office of Business Administration

**POLICY/
PURPOSE:** To establish written procedures that will ensure accountability for Susceptible Property.

AUTHORITY: Oregon Revised Statute 293.590
Oregon Administrative Rule – Surplus Property 125-050-00000
Oregon Accounting Manual (OAM) 15.55.00 PR, 10.55.00.PO

APPLICABILITY: All Divisions within the Department of Administrative Services

ATTACHMENTS: 1. Susceptible Property Tracking Form

DEFINITIONS: Susceptible Property is:

- Used in agency operations
- Have an estimated useful life beyond a single year
- Have an initial cost of **over** \$1,000 and **less** than \$5,000
- Can be easily removed from the workplace

Employee Assigned Property is:

- Property assigned to an employee, with an initial cost less than \$5,000, is considered susceptible property because it can be easily removed from the work place.
- Employee assigned property will be tracked by the employee's division.

GUIDELINES:

I. DAS Office of Information Technology (DOIT) will track the following Susceptible Property:

- Computers
- Printers
- Laptop computers

DAS Division's will track:

- Personal Digital Assistants (PDA's)
- Cell phones and pagers.
- Tools assigned to employees

GUIDELINES: (Continued)

- II.** Divisions are responsible for coordinating, maintaining, issuing and tracking all other susceptible property within their Division. This can be done on a database, spreadsheet, or hand ledger. The tracking system will contain the following fields:
- Description of Property
 - Vendor Name
 - Date of Purchase
 - Cost of item
 - Location of Property
 - Date of Last Inventory
 - Unit Serial Number
 - Unit Model Number
 - Property Tag Number
- III.** Divisions will conduct annual inventories of all susceptible property and submit to Office of Business Administration prior to June 30th of each year.
- IV.** All property that meets the criteria of Susceptible Property will be added to the division's susceptible property records within 30 calendar days of purchase.
- V.** When susceptible items are missing, the Division will notify the OBA Accounting Services Manager upon immediate discovery of the loss. The OBA Accounting Services Manager will then notify the Internal Audit Section if the loss is considered material.
- VI.** Any disposal of property must follow property disposition policies.

