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**PARDON AND PAROLE BOARD**  
**Policy and Procedure Manual**

**Policy 122 – Preparation and Maintenance of Inventory**

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**POLICY**

It is the policy of the Pardon and Parole Board (PPB) to establish and maintain a uniform and current fixed asset inventory for all equipment, real property, materials, and supplies belonging to, leased, or rented by the PPB. This includes items under the jurisdiction of Office of Management and Enterprise Services (OMES), Information Services Division (ISD).

**Definitions**

The following definitions apply to the policy:

- *Audit* – means the process of reconciling the inventory assets.
- *Inventory Administrator* – means the individual assigned by the Executive Director to submit the fixed asset report to the OMES.
- *Inventory Specialist* – means a person or persons assigned by the Executive Director to conduct the annual inventory.
- *Inventory Data Specialist* – means a person assigned by the Executive Director to enter the inventory information into the inventory spreadsheet.
- *Inventory* - means a detailed list of fixed assets.
- *Inventory Tag* - means a form of unique identification the agency applies to a fixed asset.
- *Surplus Property* - means a fixed asset the agency intends to dispose of pursuant to applicable provisions of law.
- *Fixed Assets* - means machinery, tools, furniture, vehicles, and other apparatus the agency may use repeatedly without material impairment of its physical condition and which have a calculable period of service.
- *Threshold* - means the dollar amount specified as the value of fixed assets required to be reported.

**Types of Assets**

The PPB will maintain a current inventory of all fixed assets owned by the agency as well as other property that: a) when initially received or purchased by the agency had a cost or value of \$2500.00 or more; b) may be used repeatedly without material impairment of its physical condition; and c) has a calculable period of service.

The \$2500.00 fixed asset threshold does not apply to telecommunications and electronic information technology applications as specified in Title 62 O.S. § 34.12, Subsection 6. The following fixed assets will be inventoried if the equipment has a value of \$500.00 or more:

- 1) application systems;
- 2) systems software;
- 3) hardware;
- 4) internal and external information technology; and,

- 5) communication or telecommunication equipment owned, leased, or rented for use in communication services for state government, including communication services provided as part of any other total system to be used by the state or any of its agencies.

### **Inventory of Assets**

The agency will have a single inventory spreadsheet to manage the inventory. The Inventory Data Specialist will maintain the spreadsheet. The spreadsheet will be secured with a password.

Two categories of assets will be recorded on the inventory spreadsheet. These are: 1) Tagged Assets and 2) Untagged Assets. Tagged assets meet the definition of fixed assets as previously identified, including telecommunications and electronic information technology applications. Any equipment or furniture, regardless of value, that is or may be maintained in the home of a PPB employee shall be assigned an inventory control number and tagged. All tagged assets under an employee's custody (in their office or control) must be identified under that person's inventory during the audit process regardless of whether the asset ~~are~~ is on his/her printed list of previously inventoried assets.

There may be untagged assets which do not meet the dollar threshold but for other reasons need to be individually controlled and monitored, such as licensed software.

### **Receiving Procedures**

At the time assets are received and inspected, the Inventory Data Specialist will make the initial entry into the inventory spreadsheet.

A copy of the requisition should be maintained in a folder which will correspond to the spreadsheet. The PPB may maintain supporting documents to identify fixed assets, ~~which~~ such documents may include requisitions, digital photographs or images, and/or other documents that may provide pertinent fixed assets' identification information.

### **Inventory Control Labels**

An inventory control label is unique to a particular item and cannot be reassigned to another item even when the item is sold, surplused, transferred, disposed of in any manner, or returned to the vendor. Once a label has been issued on the inventory spreadsheet, the inventory control number may not be deleted for any reason as the integrity of the spreadsheet is maintained in consecutive numbering order. Upon the purchase of additional items, the Inventory Data Specialist will generate and assign the next available inventory control number.

Once the asset is listed in the spreadsheet and the inventory control number is assigned, the corresponding label shall be applied to the asset in a conspicuous location. Labels shall be placed where easily seen but where the label will not receive excessive wear. Labels should consistently be placed on like assets in accordance with the following guidelines:

1. Place the label on the front, lower right corner.
2. For small items that have a carrying case, the label is to be attached to the inside of the case.

### **Inventory Report**

The PPB will submit an annual report of current inventory of fixed assets of the agency as of June 30 of the preceding fiscal year. The report is due to the OMES by August 15. The report shall include all fixed assets based upon the threshold stated in OAC 260:110-1-3(a) and any additional assets.

The format of the report shall comport with any requirements as required by the OMES. At a minimum, the Inventory Report will include the following:

- agency name and agency number;
- physical location of the asset;
- manufacturer;
- model;
- product name or description of the asset;
- asset tag number;
- serial number, if any;
- acquisition date, if known;
- cost of the item; and,
- condition of the item.

The Inventory Data Specialist and the Executive Director shall sign the inventory report. The report will be maintained in the computer system with a hard copy kept in the file for each updated report.

### **Employee and Supervisor Responsibility in Maintaining Fixed Assets**

It is the responsibility of each PPB employee to use state property for official purposes only, to exercise reasonable care for its safekeeping, and to ensure that the PPB's fixed assets are maintained in a condition of operational readiness. This means that appropriate steps have been taken to ensure the security of the property, ensure it can be located at any time requested, and ensure it is maintained in proper working order.

PPB Supervisors are responsible for reporting any damage to or loss of any fixed asset to the Deputy Director or the Executive Director within five (5) business days of the incident via email. If the fixed asset is lost due to theft, a police report shall be obtained in a timely manner and forwarded to the Deputy Director or Executive Director for further guidance.

PPB employees may not destroy, sell, transfer, trade-in, trade, discard, donate, or otherwise dispose of state-owned property without prior written authorization approval of the Executive Director or Deputy Director and completion of the following procedures for the surplus or transfer of property.

State-owned property may not be donated to private individuals, for-profit organizations, or state employees. The sale of state property to state employees is prohibited unless items are sold at announced public sales or auctions.

### **Surplus Property Procedures**

If a fixed asset is in need of surplus, the employee shall notify the supervisor. Supervisors should contact the Deputy Director or Executive Director in writing for directions on surplus the fixed assets.

The Executive Director will authorize a surplus property transfer form, OMES DCAM State Surplus – Form 001A, to be completed. The State Surplus Property Transfer Form requests approval to surplus state property. The form with the attached spreadsheet will include the following information:

- description;
- manufacturer;
- model;
- serial number;
- category;
- asset number; and,

- value conditon.

Once the form and spreadsheet are complete, the documents will be submitted in accordance with the instructions. No changes or additions can be made after the form is sent to the Central Purchasing Division. A new form is required for any additional item(s).

After approval is received from Central Purchasing for the transfer of the fixed assets, arrangements must be coordinated to transport to surplus property. On the spreadsheet attached to the OMES DCAM State Surplus form, the person in charge of coordinating transport should obtain the signature of the person receiving the fixed asset(s), along with a date. A copy of the approved Surplus Property Transfer form should be maintained in the official inventory file and scanned into the computer.

Additional information and assistance with surplus property transfers can be obtained by contacting the number on the Surplus Property Transfer form.

The Executive Director or other assigned personnel will notify via email the Inventory Data Specialist regarding the surplusing of the fixed assets is to be so noted in the Inventory Spreadsheet.

### **Property Transfer Procedures**

If a fixed asset is in need of surplus, the employee shall notify the supervisor. Supervisors should contact the Deputy Director or Executive Director in writing for directions. If it is determined that the property may be used by another state agency, then the fixed asset may be transferred, rather than surplused.

The Executive Director will authorize the completion of the surplus property transfer form, OMES DCAM State Surplus – Form 001A. The State Surplus Property Transfer Form requests approval to transfer state property. The form with the attached spreadsheet will include the following information:

- description;
- manufacturer;
- model;
- serial number;
- category;
- asset number; and,
- value conditon.

Once the form and spreadsheet are complete, the form will be submitted in accordance with the instructions on the form. No changes or additions can be made after the form is sent to the Central Purchasing Division. A new form is required for any additional item(s).

After approval is received from Central Purchasing for the transfer of the fixed assets, arrangements must be coordinated to transport to the transferred property. On the spreadsheet attached to the OMES DCAM State Surplus form, the person in charge of coordinating transport should complete the Inventory Receipt, Form 209B, and obtain the signature of the person receiving the fixed asset(s), along with a date. Once the person receiving the fixed assets is obtained, the person arranging the transfer should sign the form. A copy of the approved Surplus Property Transfer form and the Inventory Receipt form should be maintained in the official inventory file and scanned into the computer.

Additional information and assistance with surplus property transfers can be obtained by contacting the number on the Surplus Property Transfer form.

The Executive Director or other assigned personnel will notify via email the Inventory Data Specialist regarding the transferring of fixed assets. The transfers are to be ~~se~~ noted in the Inventory Spreadsheet.

References: 62 O.S. § 34.12(6)  
74 O.S. §110.1(D)  
Oklahoma Administrative Code 260:110-3-1  
Oklahoma Administrative Code 260:105

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