



**Policy Memorandum 2020-10**

**Asset Management and Inventory Control – Effective January 15, 2020**

**INTENDED AUDIENCE:** All AAWDC staff, along with contractors and subgrantees that may be issued equipment purchased by AAWDC to which AAWDC retains title

**SUBJECT:** Asset Management and Inventory Control

**LAST REVIEWED/UPDATED:** N/A

**RESPONSIBLE OFFICE:** Office of Finance

**POLICY CONTACT:** Procurement and Contracting Specialist

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**CANCELLATIONS**

This policy supersedes and replaces any local conventions in effect by AAWDC initiatives or functional offices.

**STANDARD OPERATING PROCEDURES**

Inventory Control

**FORMS**

None

Approvals

A handwritten signature in blue ink that reads 'KJM'.

President and CEO, AAWDC

### ***Introduction***

Asset management is the process of receiving, tagging, documenting, and disposing of equipment. As a federal grantee, it is critical that AAWDC maintains an accurate and up-to-date inventory and asset management processes. Much of the equipment used by AAWDC staff, contractors, and subgrantees contain sensitive data, including Personally Identifiable Information (PII). The unauthorized disclosure of this information through lost or stolen equipment is a significant risk factor for AAWDC, our grantors, and our participants. Proper asset management, therefore, minimizes that risk and can aid in the recovery and/or replacement of such equipment.

### ***Policy Statement***

AAWDC will use an appropriate property and equipment control system to meet the needs of 2 CFR 200.313. All equipment subject to inventory must be returned to designated inventory control staff. Additionally, only inventory control staff can issue equipment.

### **Requirements for Inventory and Asset Management**

Specifically, the system must:

- Maintain a record that includes the following:
  - A description of the property,
  - An identification number,
  - Source of funding (including the FAIN) and percentage of federal funding involved in the acquisition,
  - Who holds title,
  - Acquisition Date and Cost,
  - Location, use and condition of property, and
  - Date of disposal and price;
- Control the issuance and recovery of equipment to AAWDC staff, contractors, and subgrantees;
- Conduct a physical inventory and reconciliation not less than once every two years;
- Ensure adequate safeguards against loss, damage, or theft. Such loss, damage, or theft must be investigated (see *Incident Reporting* policy);
- Develop adequate maintenance procedures to keep property in good condition; and
- If sale is authorized or required, establish procedures to ensure the highest possible return. Disposition must be consistent with the principles of 2 CFR 200.313(e).

All equipment (as defined below) must be inventoried as well as the following, regardless of cost or service life:

- Furniture
- Computers (desktop workstations, laptops, tablets, etc.);
- Printers, copiers, fax machines, and scanners (unless leased by AAWDC and there is no option to purchase at the end of the lease);
- Cell phones or handheld devices;
- Servers;
- Network appliances (such as firewalls, routers, switches, etc.)
- Telephone systems and components (unless leased by AAWDC and there is no option to purchase at the end of the lease);
- Video and security devices; and
- Memory devices (including temporary storage drives), except USB drives.

### ***Definitions***

*Equipment* is defined (at 2 CFR 200.33) as tangible personal property having a useful life of more than one year and per-unit acquisition cost of \$5000 or more. Title to equipment may vest in the grantor and cannot be disposed of without the grantor's approval.

*Supplies* are defined (at 2 CFR 200.94) as tangible personal property, including computer equipment, with a per-unit acquisition cost of less than \$5000. Title to supplies vest in AAWDC upon acquisition and may be disposed of without the grantor's approval.

#### ***Related Policies and Other Resources***

- Federal, state, or local policies
  - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200*
  - *AAWDC Policy Memorandum 2020-04 – Incident Reporting, dated October 1, 2019*

**Signature:** *Kirkland J. Murray*  
Kirkland J. Murray (Jan 22, 2020)

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