
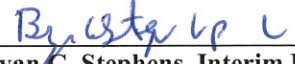




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2018	Fixed Assets - Inventory
Origination Date: May 1997	
Revision Date: March 2004; August 2006; January 31, 2011; October 7, 2014	
Reviewed Date: June 22, 2007; Sept 2008; Nov 19 2009; July 2, 2012; July 21, 2013; October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to establish guidelines and maintain an accurate and updated inventory of all fixed assets purchased.

PROCEDURE:

1. The designated accounting clerk assigns all furniture, fixture, and equipment (except computer equipment) purchased and received with a cost of at least \$5,000 an agency property control number. The property control number for computer equipment is assigned by IT staff for items with a cost of at least \$5,000. IT staff then submit the appropriate records to accounting. The assigned number is placed on the specific item by the receiving department.
2. The accounting clerk maintains a list of assigned inventory numbers.
3. Periodically, the accounting clerk sends each site supervisor a list of the inventory at his or her site. The site supervisor verifies the inventory at each site and returns the list with any corrections to the accounting clerk. The accounting clerk investigates and resolves any differences between the physical inventory and the inventory reports.
4. Annually, the accounting clerk performs a physical inventory.