

WEST VIRGINIA JOINT COMMITTEE ON GOVERNMENT AND FINANCE  
ASSET MANAGEMENT MANUAL  
Revised: September 1, 2019

1 General Information

1.1 Authority:

The West Virginia Joint Committee on Government and Finance (Joint Expenses) is exempt from state purchasing rules per WV Code 5A-3-1, as such this manual contains the procedures and controls related to Asset Management.

1.2 Purpose:

The purpose of the Asset Management Manual is to provide direction to Joint Expense staff on acquiring, recording, inventorying, maintaining, and disposing of Assets.

1.3 Definitions:

1.3.1 "Coordinator" means the Inventory Control Coordinator.

1.3.2 "Custodian" means the individual who has custody and is responsible for the safe keeping of the Asset.

1.3.3 "FA Document" means a Fixed Asset Acquisition Document. This document is used in OASIS to record all newly acquired and/or donated assets.

1.3.4 "FD Document" means a Fixed Asset Disposition Document. This document is used in OASIS to record the disposition of existing assets.

1.3.5 "FM Document" means a Fixed Asset Modification Document. This document is used in OASIS to record modifications such as location change, custodial changes.

1.3.6 "Non-Reportable Assets" means Assets that are valued at less than \$1,000 or have a useful life of less than one year, or Assets expendable in nature. Examples of Non-Reportable Assets include: calculators, skids of paper, office supplies, etc.

1.3.7 "OASIS" means the wvOASIS Information System.

1.3.8 "OASIS PO" means any Purchase Order (APO) or Delivery Order (ADO) from the OASIS Procurement Module.

1.3.9 "Purchaser" means an individual assigned by the Legislative Manager to order the items approved by the Legislative Manager via OASIS. Purchasers are normally also P-Card holders.

1.3.10 "Receiver" means an individual assigned by the Legislative Manager to receive items ordered by Joint Expenses and designated as a receiver in OASIS.

- 1.3.11 “Reportable Assets” means all equipment, vehicles, and other items, excluding expendable commodities as defined by Non-Reportable Assets, that has an original acquisition cost of \$1,000 or more and a useful life of one year or longer, with the exception of the following:
  - 1.3.11.1 Firearms regardless of cost.
  - 1.3.11.2 All computers (including laptops, tablets, and central processing units).
  - 1.3.11.3 All printers and other electronic devices with an acquisition cost of \$500 or more.
  - 1.3.11.4 Any other items determined by the Legislative Manager upon advice from Division Directors (GPS Units, Portable PA systems)
- 1.3.12 “Requestor” means an individual assigned by the Legislative Manager to request items via OASIS.
- 1.3.13 “Surplus/Recycling Coordinator” means the individual assigned by the Legislative Manager to coordinator the disposal of Reportable and Non-Reportable Assets.
- 1.3.14 “Tracker” means the individual assigned by the Division Director as Inventory Tracker.
- 1.4 Office Supplies, Equipment, Postage, duplicating facilities, etc., are to be used only for office business. Employees should not use these supplies and facilities for personal purposes. Any equipment removed from the offices of the Joint Committee will be done so for office purposes only and must be approved in advance by the employee’s Division head or the Legislative Manager. Full justification shall accompany such request on the Equipment Sign In/Out Forms provided. The bottom of the Equipment Assignment Form will be completed by the employee’s supervisor giving approval to remove the equipment from the offices of the Joint Committee for employees whose job duties necessitate working from remote locations or the employee to be able to access the Joint Committee servers while not physically in the office.
- 1.5 The Legislative Manager shall designate an individual to be the Inventory Control Coordinator (Coordinator). The Coordinator will be responsible for:
  - 1.5.1 Maintaining the Joint Expense’s Asset Inventory in OASIS by reviewing and approving all asset related documents in OASIS;
  - 1.5.2 Submitting proper and timely information to the Legislative Manager and Fiscal Office as required;
  - 1.5.3 Performing a complete physical inventory, with the assistance of the Division Inventory Tracker every three (3) years;

- 1.5.4 Reviewing the Annual Certifications submitted by the Division Inventory Trackers and approving the updates in OASIS as needed; and
- 1.5.5 Notifying and training Division Inventory Tracker's on the procedures regarding the care and proper disposition of all Joint Expense owned Assets as outlined in this manual.
- 1.6 The Legislative Manager shall designate an individual to be the Surplus Coordinator. The Surplus Coordinator will be responsible for
  - 1.6.1 Notifying and training employees on the procedures regarding the care and proper disposition of all state-owned Assets as outlined in this manual;
  - 1.6.2 Coordinating the collection and remittance of all Joint Committee assets marked for disposition with Surplus Property and Recycling; and
  - 1.6.3 Updating the OASIS records with any fixed asset dispositions.
- 1.7 Each Division Director shall assign an employee as the Division's Inventory Tracker (Tracker) and provide an email to the Coordinator and Director of LASD with the employee's contact information. The Tracker will be responsible for:
  - 1.7.1 Maintaining the fixed asset inventory for the assigned division;
  - 1.7.2 Updating OASIS records with any fixed asset assignment changes, such as changes to the custodian and/or location;
  - 1.7.3 Submitting proper and timely information and/or documents to the Coordinator and Fiscal Office, as required;
  - 1.7.4 Assisting the Coordinator with the Annual Certifications and tri-annual physical inventory;
  - 1.7.5 Maintaining records on Reportable Asset Assignments in OASIS; and
  - 1.7.6 Complies with the procedures listed in this manual.

1.8 Determination of Acquisition Cost

The acquisition cost of an Asset is the actual cost of the Asset, as evident by invoices and purchase orders. The acquisition cost may also be determined by a reasonable method of estimation when no invoice or purchase order exists. Documentation related to the estimate and the estimation method used should be maintained in the appropriate file for audit purposes.

- 1.8.1 Assets should be inventoried on a "per item" basis. Individual items making one working component are to be inventoried as one Asset with components.

- 1.8.2 Group purchases should not be recorded in aggregate.
- 1.8.3 Individual Assets should be recorded in OASIS only if the individual Asset meets the requirements of a Reportable Asset. Each unit must bear a separate numbered inventory tag.

## 2 Ordering Assets

- 2.1 All requests for purchasing Assets must be entered in OASIS by the Requestor.
- 2.2 When entering a request to purchase an Asset, the Requestor must check the Fixed Asset box in the Component Section.

## 3 Receiving Reportable Assets

- 3.1 There is a designated receiving area in each Division. When items are received the Receivers should follow the following procedures:
  - 3.1.1 Each receiver will be provided with a small quantity of bar codes by the Coordinator.
    - 3.1.1.1 The Coordinator will keep a spreadsheet noting which bar codes were assigned and periodically confirm any unused barcodes are in the Receiver's custody.
    - 3.1.1.2 The Receiver is responsible for the bar codes assigned.
  - 3.1.2 Secure the barcode to the Asset in a visible area.
  - 3.1.3 If s/he is also the assigned Tracker, prepare the FA Document to enter the Asset into the system, otherwise the Receiver transfers the barcoded asset to the assigned Division Tracker.
- 3.2 Once the Reportable Asset has been received and the FA Document entered, the Receiver should transfer the Asset to the appropriate Division. If the asset is assigned to a specific custodian, the completed and signed Equipment Assignment form must be attached to the FA Document.
- 3.3 The Fiscal Office will perform a first review of all FA Documents in the system. The Coordinator shall perform a final review and approval of all FA Documents. If either the Fiscal Office or Coordinator finds a receiver and/or tracker has not been entering the information the Coordinator will inform the Director of Administration and the Fiscal Officer.
- 3.4 Quarterly, the Fiscal Officer will provide the Coordinator a Potential Asset Report from the OASIS System.

- 3.4.1 The Fiscal Officer will perform a review of the report prior to providing it to the Coordinator to include the OASIS PO Number related to the transaction, and remove any Non-Reportable Commodities.
- 3.4.2 The Coordinator will review the report to determine if there are any additional items which need to be tagged and entered into the OASIS Inventory.
- 3.4.3 The Coordinator will investigate to determine why the items were not recorded in the Inventory upon receipt.

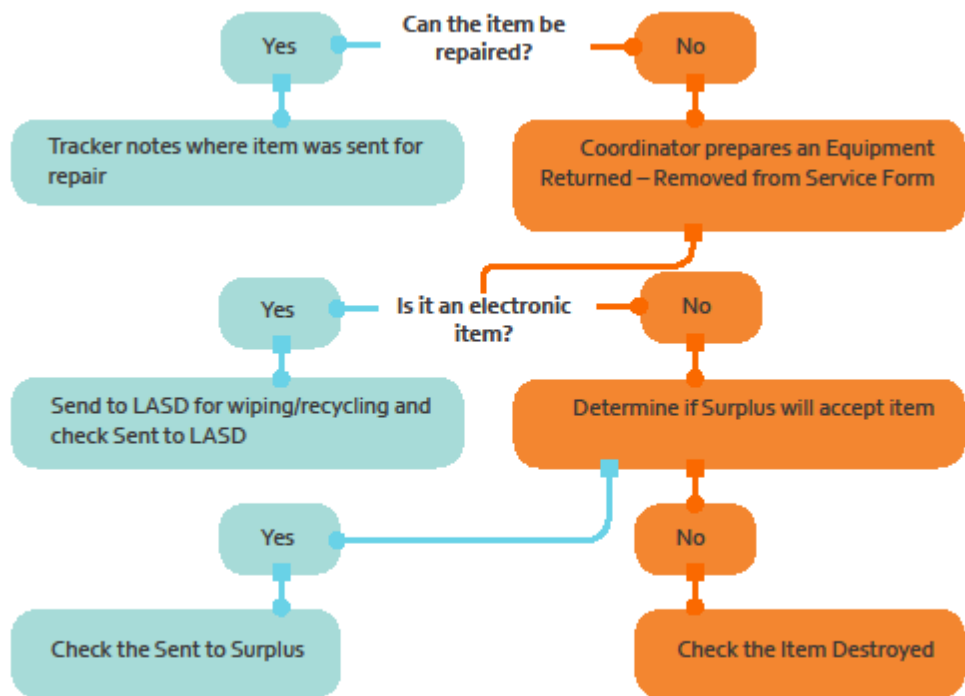
#### 4 Custody of Assets

- 4.1 When Assets are assigned to an employee, an Equipment Assignment Form must be completed. This form is to be completed by the Tracker and signed by the employee. The Tracker must scan the form to the following location: [\\Geordi\Asset Management Forms](#). A copy of the form should be given to the employee for their records, and the original should be sent to the Fiscal Office for inclusion in the employee's Personnel file. All forms should use the following naming convention: Bar Code.Custodian's First & Last Name.Form Name. For example: 00106.AaronAllred.EquipmentAssignmentForm
- 4.2 When an Asset is moved to a new location, the person assigned with moving the Asset must notify the Tracker for the Division responsible for the Asset, of the barcode and new location of the Asset. The Tracker for that Division will prepare and submit a FM Document in OASIS to update the asset record.
- 4.3 When an Asset is being returned by an employee, an Equipment Assignment Form must be completed and signed by both the employee and the individual who received the returned equipment (generally either the Tracker or LASD). A copy of the form should be given to the employee for their records, and the original should be sent to the Fiscal Office for inclusion in the employee's Personnel file. All forms should use the following naming convention: Bar Code.Custodian's First & Last Name.Form Name. For example: 00106.AaronAllred.EquipmentReturnForm
  - 4.3.1 If the asset is not being reassigned, the Tracker for the Division who is returning the equipment, shall prepare a FM Document in OASIS listing the Division as the new custodian and attached the completed and signed Equipment Returned Form.
  - 4.3.2 If the asset is being reassigned to a specific employee, the Tracker for the Division who is returning the equipment shall prepare a FM Document listing the new employee as the custodian and attach both the Equipment Returned Form and the new Equipment Assignment Form.

#### 5 Destruction of Assets

- 5.1 Periodically, the Surplus Coordinator will email requesting a list of items which have reached the end of its useful life.

5.2 The Surplus Coordinator shall inspect the items listed to determine the best method for disposal, provided that for electronic devices (computers, laptops, printers) LASD will make the determination. The decision tree below shall be used as a guide for determining the status of the item



5.3 Electronic Items

5.3.1 Any electronic device that is going to be recycled must have the hard drive removed and kept by LASD. LASD shall make the determination on what is to be done with the hard drive.

5.3.2 Hard drives that can be reused, but contain sensitive data, are DOD wiped and used as spare hard drives as needed.

5.3.3 Hard drives that cannot be repurposed are to be physically destroyed on-site by either LASD or by a contracted company.

5.4 Items determined to be Sent to Surplus or Sent to be Recycled should be stored in the following areas:

5.4.1 All electronic items being sent to Recycling should be stored by LASD and an inventory maintained by the Tracker for LASD. The Tracker can use the Custodian Code "To Be Surpluses" or "To Be Recycled" to identify these items in the system

- 5.4.2 All items to be sent to surplus should be stored in the Division the item(s) were assigned and an inventory maintained by the Tracker for the Division. The Tracker can use the Custodian Code "To Be Surpluses" or "To Be Recycled" to identify these items in the system.
  - 5.5 For items sent to Surplus or Recycling, the Surplus Coordinator prepares the WV-103 Surplus Property Retirement Form and calls to schedule the pickup.
  - 5.6 Once the items have been picked up by Surplus Property, the Surplus Coordinator shall enter an FD Document in OASIS to remove the asset.
- 6 Annual Certification and Physical Inventory Count
- 6.1 Around June 1 the Coordinator will prepare an Annual Certification Form which lists all Assets assigned to an employee and provide these forms to the Trackers. The Trackers are responsible for providing these forms to the employee and investigating any discrepancies. The employees must return the Annual Certification Forms back to the Division Tracker by June 15.
  - 6.2 If needed, the Tracker should have employees prepare any necessary Equipment Assigned or Equipment Returned Forms. (See Section 4)
  - 6.3 Upon receipt of the Annual Certification Forms, the Tracker will review the forms, submit the FM Document in OASIS, and prepare an Annual Certification Cover sheet for the Coordinator noting any discrepancies and all items updated. The Annual Certification Cover Sheet must be signed by the Division Director. The Tracker has until June 21 to send the Annual Certification Forms and Cover Sheet to the Coordinator.
  - 6.4 The Coordinator shall review the Cover sheets and approve any modification made in OASIS.
  - 6.5 Using his/her judgement, the Coordinator shall select a small sample of items to be physically located. The sample should include at least three (3) items from any discrepancies noted on the Annual Certification Cover Sheets. The Coordinator should document which items were physically located.
  - 6.6 Every three years, the Coordinator shall perform a complete physical inventory. The Trackers will assist the Coordinator in the physical inventory. At the end of the physical inventory the Inventory Coordinator will complete the Physical Inventory Certification and submit to the Fiscal Office and Legislative Manager. This form must be signed by June 30.

## Examples of Fixed Asset Forms