



Division of State Parks

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REFERENCES: State Administrative Manual (SAM) 1538 thru 1552

PURPOSE: To maintain the division office's and regions' accountability for all assigned property and equipment.

ORGANIZATION: The division will adopt procedures and policies necessary for the accountability and reporting of equipment through accurate property control records.

PRIOR POLICY: This policy supersedes the prior policy dated 1/19/10.

PROCEDURE:

I. Responsibilities:

A. The division office.

1. The division administrative assistant II will maintain and update the internal database for all equipment valued from \$500 to \$4,999. The administrative assistant III will maintain equipment valued above \$4,999.00 and all computer, weapons, software, and historic items. The inventory report will include: Category code (Attachment A), location code (Attachment B); description; quantity; state ID # or park ID #; serial number; license #; model #; P.O. #; date acquired, cost and comments.
2. State Purchasing will be notified prior to equipment being *transferred, traded, donated, sold or disposed*.
3. The administrative assistants will send out annually or as often as requested by the administrator, inventory rosters throughout the division for a physical inventory of all equipment assigned an ID tag. The division's internal database is updated with all the changes received.
4. Division administrative assistants will send out the State Purchasing Fixed Asset Inventory roster downloaded from the Data Warehouse of Nevada (DAWN) to conduct physical inventory of equipment as outlined in State Administrative Manual (SAM) 1544 to *parks and offices entrusted with property and equipment*.
5. The administrative assistant III is responsible for coordinating Vehicle/Equipment Document turn-in with State Purchasing and will ensure the title for a Vehicle/Equipment has the same serial number/VIN # as is on State Purchasing inventory printout.
6. Administrative Services Officer (ASO) will place vehicles on insurance through Risk Management and reviews annually equipment on insurance by verifying Risk Management's printout and makes changes or adjustments.
7. The ASO obtains the license plate, registration and title for new vehicles and trailers; prepares Department of Motor Vehicles and Public Safety's Application for Exempt License Plates (form SP-15) for vehicles and trailers, and has it signed by authorized personnel.

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- B. Division employees entrusted with property and equipment will conduct a physical inventory of equipment during September-October each year or as often as requested by the administrator. Any changes and adjustments will be submitted on the ADM-30, Property Disposition Report (PDR), shown in Attachment C. *The annual inventory reports will go through the regional manager or designated representative before forwarding to the Division office for the administrator's review and approval.*
- C. The administrator is responsible for approving Property Disposition Reports and Turn In Documents that go to State Purchasing and signs off on titles for excess vehicles, boats and trailers.

II. Accountability.

- A. State Purchasing maintains an inventory control on all fixed assets for the State and assigns a State Identification (ID) tag for equipment valued at \$5,000 or more and having a useful life of more than two years with the *exception of weapons, computers with licensed software and software packages valued at \$5,000 or more which also will be carried on the Purchasing inventory.*
- B. State Park ID tags are issued by the division office for equipment and property valued from \$500 to \$4,999. Equipment and property requiring tags include:
 - 1. Equipment donated or transferred from another state agency and equipment purchased through surplus property. If the piece of equipment already has a State ID tag, it will be noted in a memo. A State Park ID tag will not be issued for equipment with an existing State ID tag.
 - 2. Equipment such as surplus computers, printers, scanners, digital cameras, CD burners, servers, etc., and other equipment associated with the PC.
 - 3. Any other equipment determined by the administrator, *regional manager or park supervisor.*
- C. Donated Equipment.
 - 1. All donated equipment regardless of price will be reported to the division office on an ADM-30 form, accompanied with the invoice and/or other documentation. The form will include DESCRIPTION OF EQUIPMENT, MAKE, MODEL, SERIAL NUMBER, DATE ACQUIRED, COST and a brief explanation on who made the donation and why. For computers, list in detail all pieces of hardware to include serial numbers, make, model, cost, and all licensed software loaded.
 - 2. Donated items such as antiques, memorabilia, and curios of the state will not be tagged, but cataloged using software as it becomes available in the park. A VS-3, Artifact Record, should be on file in the region and park office (Attachment F). Any item deemed as having special value as an antique, novelty, rarity, or remarkable and worthy of remembrance should have a value of at least \$1,000 assigned to it to ensure that this item will remain on your inventory.
 - 3. State Park ID tags will be issued for each donated item valued at \$500 or more, or on equipment under \$500 that the park needs to keep track of, for control.
 - 4. Equipment Loaned Out ~ *Do a memo to document equipment loaned out. File memo with inventory records until equipment has been returned.*

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- D. Equipment STOLEN, LOST OR MISSING. – Disciplinary action will be taken against employee(s) if found delinquent in their responsibility for equipment entrusted to them. Any Property Disposition Report claiming stolen, lost, or missing items must have a law enforcement/investigation report attached (See Rules VII & VIII).

III. Integrated Financial System (IFS).

- A. The division office will be responsible for entering changes in IFS, along with any internal transfers of equipment.
- B. Donated equipment valued over \$5,000 will be added to IFS and any other items the administrator directs.
- C. The date of last physical inventory will be entered in IFS per SAM 1544.6.e. A written notification of the inventory completion date and reconciled locate codes will be sent to the administrator for his review and approval.

IV. Excess equipment, whenever possible, should be centralized at one location for easy pickup by State Purchasing especially in the remote areas. Please state on the Property Disposition Report and Turn-In Document the location where equipment can be picked up at.

- A. *Excess property is defined as supplies, material or equipment (including forfeited property) no longer needed by an agency regardless of cost or condition.*
- B. Screening excess equipment. State Purchasing may notify the park to set up a date and time to come out to the park to look at the equipment. The screener may either give you permission to dispose of equipment or indicate it needs to be picked up by State Purchasing. The screener will then sign the bottom of the form under "For Purchasing Use Only" as shown in Attachment D. A copy of the action should be sent to the division office.
- C. Donations of Excess Equipment must be approved by State Purchasing before any transaction is done. Excess property may be donated to organizations entitled under NRS 333.220(3). A blank "Receipt of Excess Property" form (see example in Attachment E) will be attached to the Property Disposition Report (PDR). It is the region or park's responsibility to have the form signed and returned to the division office. Equipment on inventory will not be removed until the form is signed and returned to division office.

RULES:

- I. Records of state property and equipment must be maintained at all times by the employees entrusted with the custody thereof and transfers of property.
- II. The employee entrusted with custody of equipment or property will submit a Property Disposition Report (ADM-30), to the division office on equipment that has been lost, stolen, exchanged, deemed excess or transferred. This report is due by the 10th of each month to the division administrative assistant.
- III. The Region and park staff will submit monthly property disposition reports (ADM-30) no later than the 10th work day of each month to the division office. A monthly report will be required regardless if no changes were done. If no changes were made during that month, please state NO CHANGES on the report.
- IV. *The annual physical inventory of firearms (shotguns and pistols) will require verification of serial number and location by two employees, at least one that is not directly involved with the oversight of the firearms.*
- V. If equipment is transferred to another region/park, the person initiating the transfer will fill out a Property Disposition Report (ADM-30), indicating State or Park ID #, 4-digit previous location code, 4-digit new

location code, and cat. (if known), and description. THREE signatures are required on this form: the person filling it out, the region or park receiving equipment and the regional manager of the region that is receiving the equipment (can be within the same region). The form is submitted to the division office. (Attachment C)

- VI. Excess equipment will not be given to another department without prior approval from division office or State Purchasing. *Under no circumstances may excess State Property be given to employees.*
- VII. If equipment is **STOLEN**, a police report (VP-1) must be filled out and attached to the Property Disposition Report (PDR). If equipment is found, a PDR will be submitted to division office so equipment will be put back on the inventory.
- VIII. If equipment is found **LOST** or **MISSING**, a PDR will be submitted to the division office with the investigation report attached. An investigation will be conducted to determine the status of any lost or missing equipment. The investigation will be conducted by a commissioned officer not assigned to the park. Investigation report should give a brief explanation on how it was lost or found missing, results of the investigation, date of action and state what measures are being taken to prevent this from happening again. If equipment is found, a PDR will be submitted to division office so equipment will be put back on the inventory.
- IX. If an item is damaged or beyond repair, the responsible person will fill out a Property Disposition Report, **provide justification on why it is beyond repair and a brief explanation of its condition.** Also, the name of a contact person, address and telephone number will be provided. Then wait for authorization before disposal.
- X. Do not dispose of equipment without **WRITTEN** approval from the division office and State Purchasing. Keep a copy of the authorization in your files for future reference. *Upon receiving approval to dispose equipment from State Purchasing, equipment should be centralized at the region office so the regional manager can verify the equipment(s) has been disposed. Regional managers will then sign on the back side of the PDR and sent it to the division office. Large equipment(s) approved for disposal that cannot be transported to the region office, will be documented on a memo and attached to the PDR which states, how and when it was disposed of and sent to division office.*
- XI. Regional managers will sign all Property Disposition Reports (ADM-30) for their region. If the regional manager is unavailable to sign, the designated representative at the region level (i.e. Facility Supervisor) can sign. If the regional manager is the same person who initiates the form, they will sign as the person filling it out in the regional manager's signature block. This rule also applies to PDR's that state "No Changes."
- XII. *Equipment purchased under grants will follow the same guidelines as equipment purchased by the state or donated to the State of Nevada.*

Original signed by: SIGNED _____ David K. Morrow, Administrator	6/10/13 _____ Date
Original signed by: SIGNED _____ Leo M. Drozdoff, Director	6/11/13 _____ Effective Date

Copy to Regions: 6/13/13
Review Date: _____

INVENTORY CATEGORIES CODES

001. Office Equipment

Any equipment that is normally used in State Parks' offices, wherever they may be located, and would include: desks, chairs, tables, credenzas, bookcases, conference tables, typewriters, calculators, cash registers, etc.

01A. Computer System/Laptop

01B. Printers

01C. Accessories: Would include digital camera, scanner, external CD burners, modems, servers, etc.

01D. Flat Monitors

002. Communications Equipment

All equipment normally used to communicate throughout the Division including: telephone instruments, radios – both handheld and mobile, microwave stations, relay stations, base stations, fax machines, and tape recorders.

003. Interpretive Equipment

All equipment that is commonly used in interpretation throughout the State Park system, which would include: slide projectors, *flat TV* screens, movie projectors, VHS equipment, video equipment, binoculars and cameras.

004. Shop/Buildings Equipment

All equipment that is commonly used in the shops, which include: automotive testing equipment, automotive repair equipment, grinders, lathes, vices, small tools, radial arm saws, sanders, grinders, routers, power drills, power saws, traffic counters, power ventilating system, etc.

005. Grounds Equipment

All equipment used for maintained grounds, including lawn mowers, weed whips, rotor tillers, mowing tractors, small tractors, portable generators, pumps, etc.

006. Public Safety

06A. Fire. Would include fire extinguishers, water pumpers, and any and all equipment that would be used throughout the State Park System to extinguish wild land fires and/or structure fires.

06B. Law Enforcement. Would include any and all equipment in our law enforcement program, which would include: weapons, evidence storage container, etc.

06C. Life Saving. All equipment used for emergency medical or water safety work, which would include: stretchers, special equipment for climbing, special equipment for removing people from vehicles, special equipment for treating people in emergency situations, rescue paddle board, first aide kits, megaphones, boats, *boat trailers*, outboard engine for boat, etc.

06D. Security systems, alarms

007. Vehicles

Includes: Pickup trucks, sedans and other vehicles except heavy equipment. Also includes manufacturer's standard options.

008. Vehicle Accessory Equipment

Includes: Spotlights, Code 3 lights, winches, and power cranes, utility beds, toolboxes, (pay special attention because items originally bought as accessory equipment are covered in other areas).

009. Heavy Equipment

Includes: Dump trucks, motor graders, backhoes, cherry pickers, loaders, large tractors, and other equipment used for maintenance throughout the State Park System, except pick up trucks.

010. Residences and Associated Equipment

Includes: Equipment normally found in residences, such as air conditioners, stoves, refrigerators, etc., having a State Identification Number.

011. Trailers

Includes: Seasonal residences, trash trailers and other *miscellaneous* trailers. This does not include boat trailers, which are listed under "06C".

012. Facilities Equipment

Includes: All equipment used in recreation facilities, including day use facilities, campgrounds, etc.: tables, grills, fire rings, propane tank, pay station, and other property that have State I.D. numbers.

013. Sewage Treatment Lab Equipment

Includes: Items associated with compliance testing such as scales, testing equipment, furnaces, vacuum pumps, etc.

014. Planning and Development

Equipment used by the Planning and Development staff such as drafting tables, drafting stools, drafting lamps, clinometers, soil test kit, parallel bar, drafting machine, engineering copier, drafting instruments, planimeter, surveyor's tripod, range pole, electrical ground fault tester, theodolite, altitude barometer, plane table survey instrument, beam compass, flat plan file, pocket transit, compass, stereoscope, electronic distance measuring device, drafting curve set, engineering calculator, GPS units, etc.

INVENTORY LOCATION CODES

Org. #	Location	IFS Loc Codes
0100	DIVISION – ADMIN.	9058
0100	Law Enforcement Section	9088
5000	Division P&D	9059
21	Sand Harbor	9074
25	Spoooner	9073
26	Cave Rock	
	NV Tahoe Resource Team	9062
30	NORTHERN REG. HQ	9068
22	Mormon Station	9070
23	Washoe Lake	9087
24	Dayton	9060
31	Fort Churchill	9084
32	Lahontan	9085
33	Rye Patch	9078
34	Berlin-Ichthyosaur	9071
38	Wild Horse	9063
39	South Fork	9064
57	Cave Lake	9065
58	Ward Charcoal Ovens	9066
61	SOUTHERN REG. HQ	9077
52	Beaver Dam	9061
67	Big Bend SRA	9081
53	Cathedral Gorge	9080
56	Echo Canyon	9083
50	Elgin School House	9069
54	Kershaw Ryan	9056
65	OLV Mormon Fort	9075
59	Regional Visitor Center	9067
63	Spring Mountain Ranch	9055
55	Spring Valley	9086
62	Valley of Fire	9079

Revised 6/2013

**NEVADA DIVISION OF STATE PARKS
PROPERTY DISPOSITION REPORT**

TO: Division of State Parks
901 S. Stewart St., Ste. 5005
Carson City, NV 89701-5248

FROM: ALYCE CLOUTIER
TELEPHONE: 684-2776

MONTHLY REPORT OF LOST, STOLEN, TRANSFERS, EXCESS EQUIPMENT AND OTHER. This report must be submitted in accordance with NRS 333-220, paragraph 2. Each region headquarters and park shall submit the report by the 10th each month for all equipment that was lost, stolen, transferred, traded, donated, sold or disposed to the division office. The list must be prepared by the officer entrusted with custody of the equipment and be approved by the officer's supervisor or the head of the region/agency.

The items listed below are: (Use a separate form for each action)

_____ **EXCESS** to the needs of this department. Request pickup of property. Point of contact and telephone number are provided.

_____ **BEYOND REPAIR.** Recommend property be junk. Provide explanation of condition.

_____ **STOLEN/LOST/MISSING.** Attach a police report describing the circumstances, per State Parks Policy 71-3, Rule 7 & 8.

_____ **DONATED EQUIPMENT.** Attach invoice or other documentation supporting the equipment. Provide description, make, model, serial number, date acquired, cost and brief explanation on who donated the equipment and why (e.g. in lieu of grazing fees, park donation, etc.). Computers donated; provide serial number, model, make, cost, etc.

_____ **STATE ID TAG REQUEST.** Duplicate _____ New _____
If NEW, please provide the agency account coding and a copy of the invoice for all items needing a new tag.
FUND _____ AGENCY _____ APPR UNIT _____ OBJECT _____ LOC CODE _____

_____ **TRANSFER:** From LOC CODE _____ To LOC CODE _____

Signature of Receiving Agency _____ Date _____

_____ **OTHER.** Please provide complete explanation.

STATE ID #	PARK ID #	CAT. CODE (e.g. 005)	DETAILED DESCRIPTION OF PROPERTY (SERIAL & MODEL #s, etc.)	COST

(Person completing form) (Title) (Date)

(Regional Manager/Administrator) (Title) (Date)

SAMPLE

PROPERTY DISPOSITION REPORT

TO: NEVADA STATE PURCHASING DIVISION
 PROPERTY MANAGEMENT PROGRAM
 515 E MUSSER ST SUITE 300
 CARSON CITY, NV 89701
 PH: (775) 684-0170
 FAX: (775) 684-0188

FROM: Alyce Cloutier
 Nevada State Parks
 687-4384 x223

RECEIVED
 NEVADA STATE PURCHASING DIVISION
 05 FEB 23 2005

DISPOSITION OF EXCESS, BEYOND REPAIR, STOLEN/LOST OR TRANSFERRED/DONATED PROPERTY

Please complete a separate report for each disposition action requested. Please provide a complete description of property including condition if known, State I.D. # if applicable, and budget account from which the property was originally purchased.

EXCESS to the needs of this department. Request pick up of property. Point of contact and telephone number are provided.
 Please fax to (775) 684-0188

BEYOND REPAIR. Recommend property be junked. Provide explanation as to condition.

STOLEN/LOST/MISSING. Please attach a police report or other documentation to describe the circumstances.

TRANSFER/DONATION. Please provide explanation of property condition, name of organization, and proof of organization's tax-exempt status, if donating. Agency must obtain a signature from organization receiving property. **AGENCY MUST HAVE PRIOR AUTHORIZATION BEFORE DONATING PROPERTY.**

STATE I.D. TAG REQUEST. Duplicate _____ New _____
 if NEW, please provide the agency account coding and a copy of the invoice for all items needing a new tag.
 FUND _____ AGENCY _____ APPR UNIT _____ OBJECT _____ LOC CODE _____

OTHER. Please provide explanation.

DONATION AUTHORIZATION
 The following items are authorized to be donated to the listed non-profit organization. Please remove all state ID tags before donating.
NEVADA STATE PURCHASING DIVISION

S. G. McCurdy for Miller
 Authorized by _____ Date 2/24/05

STATE I.D. #	Park ID #	IPS Type	DESCRIPTION OF PROPERTY	BUDGET ACCT.#	OFFICE USE ONLY
124416	NA	NA	Under \$500. Electronic Printing Calculator, battery operated, Panasonic, Model JE-1801P, acquired unknown. CONDITION: Good. Just need batteries. Located at 1300 S. Curry Street, Carson City, Contact Alyce Cloutier, 68704384, ext 222.	4162	

Alyce Cloutier

Alyce Cloutier
 Person completing this form

Administrative Assistant III
 Title

2/24/05
 Date

David K. Morrow

David K. Morrow
 Approving Authority

Administrator
 Title

2/24/05
 Date

FOR PURCHASING USE ONLY

Screened By TC w/above spmc Date 2/24/05 Estimated Pick Up Date _____

Rev. 1/2005

SAMPLE



Kenny C. Guinn
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

Personal Property Management Program
2250 Barnett Way
Reno, NV 89512
Phone (775) 688-1160 • Fax (775) 688-1503

John P. Comcaux
Director

Greg Smith
Purchasing Administrator

RECEIPT OF EXCESS PROPERTY

AGENCY: EISH

CONTACT NAME: Robin Cardenas

ADDRESS: 138 E. Long

CITY: Carson City

STATE/ZIP: NV 89706

ITEM DESCRIPTION	QUANTITY
Electronic printing calculator, battery operated, Panasonic	1

Property listed above is being donated to your organization pursuant to NRS 333.195. By signing below, the recipient understands that property listed on this document is being acquired for use within the agency/organization named herein and not for personal use.

RELEASED BY: Alyce Cloutier

DATE: 2/25/05

PICKED UP BY: Robin Cardenas

DATE: 3/1/05

PHONE NUMBER: 882-3474

NEVADA DIVISION OF STATE PARKS

ARTIFACT RECORD

Accession number _____ Date _____
Gift Loan Exchange

Donor _____

Address _____

Signature of consignor _____

Address _____

DESCRIPTION OF ITEM

(Fill in appropriate detail)

Name of item or specimen _____

Measurements _____ Color _____

Estimated age of item _____

Identifying marks (Mfg., patent, etc.) _____

Use of item _____

Where and when obtained or collected _____

HISTORY OF ITEM

(If more space needed, attach sheet)

Received by _____

VS-3 (Rev. 9-80)