

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 4A

Subject: Annual Equipment Inventory

- A. **Purpose.** This Administrative Procedure Notice (APN) establishes the procedures for annual inventory of division equipment.
- B. **Background.** State, federal, and departmental regulations require an inventory system of equipment purchased. The division will, at a minimum, adhere to those requirements which are listed as follows:

Federal-

- Office equipment and machinery with useful life of more than one year and unit cost of \$5,000 or more.
- Computer equipment regardless of price.

State-

- Capitalized fixed asset greater than \$5,000.

Department-

- Fixed asset system which designates any item over \$1,000 with grey sticker.

Division-

- Federal, state, and department minimum requirements supplemented by the work unit specific policies.

- C. **Procedures.** At a minimum, the following procedures should be followed to perform annual equipment inventory. Procedure requirements beyond what is listed should be documented in the applicable work unit specific policies.

Equipment-\$1,000 per Unit or Greater

1. Annually, during the month of February, the department's Budget and Management Division will provide a Schedule of Assets.
2. Each Bureau shall conduct a physical inventory, room by room, making the necessary changes for items directly on their copy of Schedule of Assets. Changes could include location, description, serial number, etc. When performing the annual inventory, take into consideration those items in storage and/or in field offices.
3. Add those items in your possession, which have a fixed asset number and fall within the \$1,000 threshold, but are not listed on your copy of assets.

4. If you are unsure of the dollar value and/or fixed asset number, contact the department's Purchasing Officer for assistance.
5. Items you surplus remain the bureau's inventory responsibility until they are sold. Once the item has been sold, the purchasing officer will update the Schedule of Assets.
6. Return your copy of the Schedule of Assets to the Budget and Management Division by the due date established on the cover memo.

Items under the \$1,000 per Unit Threshold

1. Bureau's choosing to inventory items below \$1,000 in purchase price should establish their own system of inventory.
2. Once an inventory system has been established, conduct a physical inventory updating your records to correctly reflect location, description, serial number, etc. Be sure to inventory those items in storage and/or field offices.
3. Include surplus items until they are sold. The department's purchasing officer will notify the correct Bureau upon the sale of a surplus item.

Computer Equipment

1. An inventory of all computer equipment must be maintained. Any change in the status of computer equipment should be shared with the department's Information Technology Division (IT).
2. IT will also maintain a master list of all department computer equipment.

D. **Revision.** APN 4 is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original
State Plan Coordinator

Signed on Original
Director

3/25/02
Date of Signature