

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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| SUBJECT USE OF INVENTORY TAGS TO IDENTIFY CAPITALIZED CITY EQUIPMENT | Number 45.70 | Issue 4 | Page 1 of 3 |
| | Effective Date November 3, 2107 | | |

1. PURPOSE

- 1.1. To properly identify *Capitalized City Equipment* and provide for inventory control.

2. SCOPE

- 2.1. This Administration Regulation applies to all City departments.

3. DEFINITIONS

- 3.1. Capitalized City Equipment - Tangible or physical assets acquired for use in operations with an acquisition cost of \$5,000 or greater that will benefit more than a single fiscal year. Typical examples include: computers, equipment, and vehicles.
- 3.2. Fixed Asset Inventory Tag Certification Form (COM-17) – A form used to ensure that an equipment inventory tag is affixed to the *Capitalized City Equipment* (fixed asset).
- 3.3. Inventory Tag – A pressure sensitive pre-numbered sticker issued by the City Comptroller’s office and is affixed to the *Capitalized City Equipment*.

4. POLICY

- 4.1. It is the policy of the City to identify *Capitalized City Equipment* (Fixed Assets) items with pressure sensitive pre-numbered *Inventory Tags* issued by the City Comptroller’s office.
- 4.2. It is the responsibility of each department to tag its own *Capitalized City Equipment* with the *Inventory Tags* issued by the City Comptroller’s office.

(Supersedes Administrative Regulation 45.70, Issue 2, effective July 1, 1984)

Authorized

[Signature on File]

CHIEF OPERATING OFFICER

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4.3. Exceptions

- a. Motive Equipment – number assignment and tagging performed by the Fleet Operations Department.
- b. Firearms – the serial number of the firearms is utilized as the property number.
- c. Unclaimed Property Held by the Police Department – number assignment and tagging of equipment is performed by the Police Department prior to release to City departments.
- d. Computer Equipment – number assignment and tagging of equipment is performed by the Department of Information and Technology.
- e. Artifacts – Inventory of artifacts is performed by the City Clerk’s office under a separate policy for gifts accepted by the Mayor deemed to be of historical or cultural significance.

5. RESPONSIBILITY

5.1. City Comptroller

- 5.1.1 Upon review of the Capital Expense, City Comptroller staff assigns an *Inventory Tag* for each individual fixed asset item ordered.
- 5.1.2 Delivers to the Ordering Department the Inventory Tag(s) along with the *Fixed Asset Inventory Tag Certification Form*, which includes the fixed asset information.
- 5.1.3 Records receipt of the *Fixed Asset Inventory Tag Certification Form (COM-17)* received from the Ordering Department, and attaches a copy of the form to the fixed asset master record per section 5.2.4. below.

5.2. Ordering Department

- 5.2.1. Upon receipt of the ordered equipment, affixes *Inventory Tag* and completes the *Fixed Asset Inventory Tag Certification Form (COM-17)*.
- 5.2.2. The *Inventory Tag* should be placed conspicuously on the *Capitalized City Equipment* in plain view, so it will not be hidden, except as noted in 5.2.3.
- 5.2.3. The *Inventory Tag* should be stored in a separate central location, and not affixed to certain equipment such as steam cleaners, jacks, pumps, etc., or items that are submerged or exposed to the environment – which through ordinary business would not remain affixed or visible. The central location should be listed in the comments

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section of the *Fixed Asset Inventory Tag Certification Form (COM-17)*.

- 5.2.4. Completes the *Fixed Asset Inventory Certification Form (COM-17)* and returns it to the City Comptroller office within 10 business days of receipt.

APPENDIX

Legal References

Not Applicable

Subject Index

City Charter Section 112 – Appraisal of City Assets
Process Narrative 0266 – How to Identify and Record Capital Asset Acquisitions

Forms Involved

COM-17 Fixed Asset Inventory Tag Certification Form

Administering Department

Office of the City Comptroller