

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-50

Effective Date: 02/18/2009

Revision Date: _____

C. D. [Signature]
County Administrator

SUBJECT: **NON-CAPITALIZED PROPERTY MANAGEMENT (STEWARDSHIP)**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. **STATEMENT**

Pima County is required by the Arizona Auditor General to provide stewardship for all assets over \$1,000 (see the Uniform Account Manual for Arizona Counties, Section VI-E). The Asset module and the Property module of Synergen shall be used as the method for tracking assets.

The Asset module of Synergen is used to record all land of any value, equipment valued at \$5,000 or greater, and all other capital items valued at \$100,000 or greater. The Fleet module is used to record Fleet Services vehicles valued at \$5,000 or greater. (See Procedure 22-44, Asset Change Request.)

The Property module of Synergen is to be used by the individual departments, each of which is responsible for tracking all equipment valued from \$1,000 to \$5,000. Equipment that is valued at less than \$1,000 is not required to be tracked, but may be tracked at the Department's discretion.

This procedure describes the use of the Property module in Synergen to record those non-capitalized assets and the Property Inventory module to inventory all assets under departmental responsibility.

PROCEDURE

A. Property Module

1. All equipment assets valued from \$1,000 to \$5,000 must be entered into the Property module. Information indicating the Type, Class, Description, Value, Custodian, Serial Number, Location, PC tag number, and Account number of the asset must be entered in the appropriate fields.

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2. Any asset valued at under \$1,000 may be entered into this module at the Department's discretion, particularly those susceptible to theft. If an asset valued under \$1,000 is entered, a tag number must be issued for the asset and that tag number must be entered into the Property module.

B. Property Inventory Module

1. Annually, all of a Department's assets must be inventoried. By using the pull-down menus and selecting appropriate attributes, the Department shall prepare the inventory listing of all departmental assets.

If a particular grouping of a Department's assets must be inventoried, use the pull-down menus and select appropriate attributes to create that listing.

2. A detailed Property Inventory Report is to be printed using the Report Administration module for report S_RPT111.
3. After all assets have been inventoried, any adjustments to any of the assets must be made within the Property Inventory module. Any asset that does not require adjusting needs to have its Status set to Close.

III. OFFICE OF PRIMARY RESPONSIBILITY

Each Operational Department is responsible its own assets. For questions regarding this procedure, please contact the Department of Finance and Risk Management, Capital Assets Section.

IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-50, NON-CAPITALIZED PROPERTY MANAGEMENT.