Policy Statement

Property control refers to the purchasing, custody, accounting, inventorying, and disposal of property belonging to Hawkeye Area Community Action Program Inc.

All purchases of non-equipment inventory and equipment must have specific prior written approval from the Chief Executive Officer or his/her designee before it is ordered. Non-equipment inventory is defined as furniture, electronics or power tools.

All purchases will be made according to guidelines contained in OMB Circular (A102).

Standard Operating Procedure

All non-equipment inventory items will be charged to the 8050 object in the ORION accounting system. When non-equipment inventory is needed, the purchaser shall follow the procurement procedures (HACAP policy #302).

HACAP will maintain a non-equipment inventory database with the following information when applicable:

Asset #
Description of Item
Date Acquired
Vendor/Supplier
Size
Color
Purchase Price
Location
Asset Category
Employee, if any that has possession
Fund Number
Quantity

Date Disposed
Sale Amount
Trade Allowance
Disposition
Funding Source Notification Requirement
Funding Source Notification Date

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Non-equipment Inventory	
	Effective: April 28, 1983
APPROVED BY: HACAP Board approved	Revised: August 14, 2018

The Accountant II will track the purchase for non-equipment inventory as authorizations are given to purchase the items. Once invoices are received and paid, the Accountant II will gather the necessary information for input into ORION and make a tracking tag. The tracking tag will be inter-office to the site supervisor or budget manager to tag the necessary item. Once the item is tagged and email will be sent to the Accountant II for confirmation.

When non-equipment inventory needs to be disposed of, the disposer shall notify the appropriate budget manager and Accountant II by email and list the item tag #, description, site, and reason for disposal. If the tag # is missing more information may be needed to identify the item. Once the budget manager approves the disposal of the item(s), the Accountant II shall remove the item from the inventory and the item can be disposed of.

A physical inventory of non-equipment inventory will be completed every two years or as required by funders. The process will be managed by the Chief Financial Officer.