

# Great Rivers Behavioral Health Administrative Services Organization

Policy Title: <b>Inventory &amp; Disposal Of Property</b>	Policy No. <b>2003.00</b>
Category: Fiscal	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference: Budgeting Accounting and Reporting System RCW 39.010, RCW 39.33.020 RCW 36.34 WAC 388-865-0270	

**POLICY:**

- 1.1. Great Rivers Behavioral Health Administrative Services Organization ("Great Rivers BH-ASO") shall conduct an annual physical inventory of all equipment

**PROCEDURE:**

- 2.1. All equipment and software with a value of \$ 5,000.00 or more and useful life of more than one (1) year shall be inventoried on an annual basis.
- 2.2. All equipment and software with a value of \$ 5,000.00 or more will be identified as property of Great Rivers BH-ASO.
- 2.3. An inventory control sheet shall be completed during the annual physical inventory. Information recorded will include original cost, date of acquisition, model / serial number, short description, estimated useful life, and tag number. A donated item will be recorded at fair market value.
- 2.4. The inventory will be updated as equipment is added or deleted and also at fiscal year-end.
- 2.5. Items, which no longer have any value to Great Rivers BH-ASO, will be disposed of in accordance with RCW 39.33.020, RCW 39.33.010 and RCW 36.34 in the following manner:
  - 2.5.1. A written description of why the item is no longer of value to Great Rivers BH-ASO will be signed by the Chief Executive Director and presented with the inventory files.
  - 2.5.2. By Governing Board Resolution, the item will then be removed from the annual inventory list.
  - 2.5.3. Great Rivers BH-ASO has the option of donating the item to county or community social service agency, sell the asset at the fair market value or scraping the item(s) to a dump or recycling facility.
  - 2.5.4. Prior to disposing of any computer, it shall be the responsibility of the Great Rivers IT/IS Administrator to erase all hard-drives and memory of any possible confidential information by the most current information technology standards.
- 2.6. Any and all proceeds received from such sale shall be retained by Great Rivers BH-ASO for behavioral health purpose.

**ATTACHMENTS**

None

**POLICY SIGNATURE**

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*Edna J. Fund*  
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Edna J. Fund, Chair  
Great Rivers BH-ASO Governing Board

4/14/2020

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Date