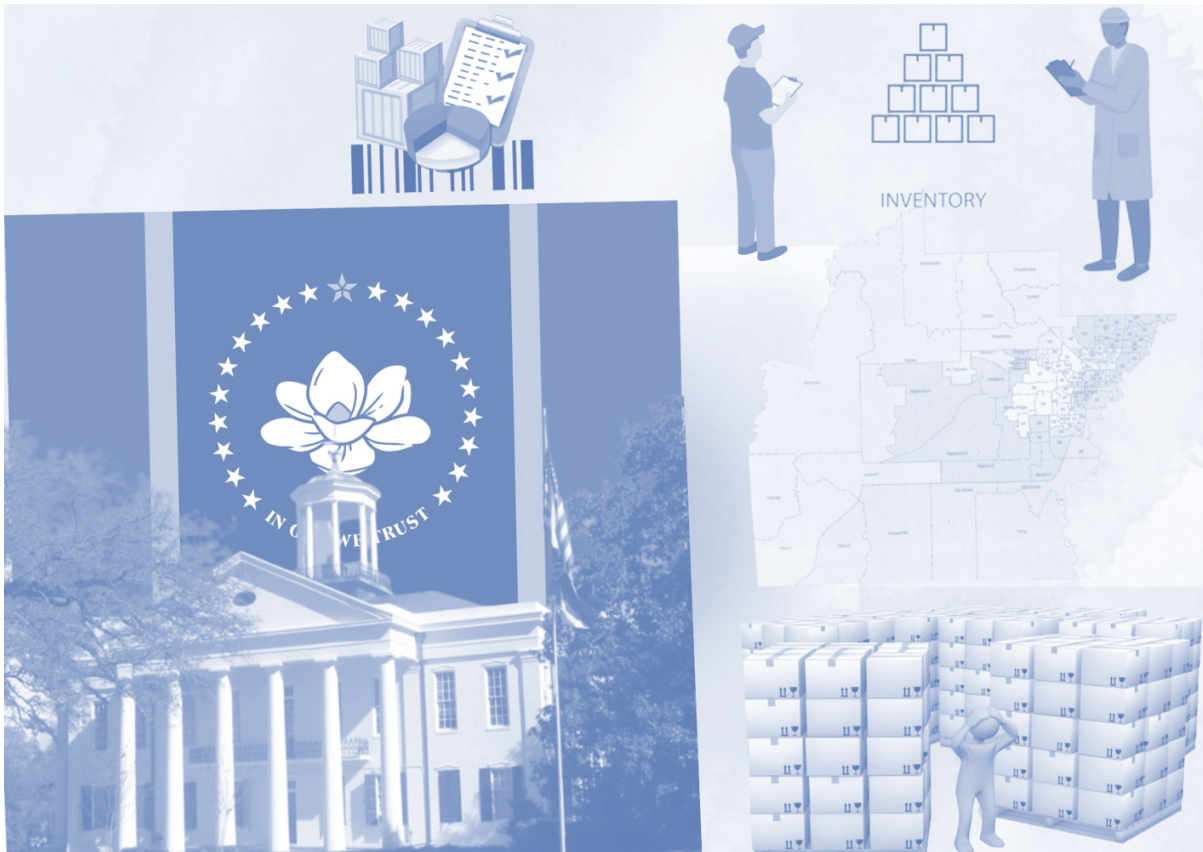


HINDS COUNTY BOARD OF SUPERVISORS



Property Control Clerk



Property Control Clerk Handbook

HINDS COUNTY INVENTORY DEPARTMENT



HINDS COUNTY
PROPERTY CONTROL CLERK

PREFACE

DISTINGUISHING FEATURES OF THE CLASS:

This is a position that involves responsibility for maintaining a property control system and its related records within the departments of Hinds County. The work involves periodic audits of existing inventories and the recording of assets and equipment location changes. General supervision is received from a higher-level employee. Supervision is not normally a function of the position.

TYPICAL WORK ACTIVITIES:

- ❖ Assigns property control numbers to new items as received and maintains a record of such.
- ❖ Maintains manual and computerized inventory records on new, transferred, and obsolete furniture, fixtures, and equipment.
- ❖ Conducts an annual inventory of each department and reconciles inventory records.
- ❖ Maintains a record card on each item of furniture and equipment, updating cards when necessary.
- ❖ Records temporary and permanent location changes.
- ❖ Processes and follows through to ensure completion of work orders to move assets, fixtures, and equipment between locations.
- ❖ Locates, stores, and reassigns surplus items.
- ❖ Reviews lists of federal and state surplus/excess property and recommends items of use for acquisition.
- ❖ Reports and investigates missing items.
- ❖ May determine item values and prices.
- ❖ May perform courier responsibilities.
- ❖ Does related duties as required.

ROLE OF PROPERTY CONTROL CLERK

Along with all other duties, the Property Control Clerk adheres to the procedure and policies put forth by Hinds County Inventory Department. For all practical purposes, the Inventory Control Clerk's office represents the Mississippi State Auditor, taxpayers, and the citizens of the community, as well as the city's visitors. In the vast majority of municipalities within the State of Mississippi, the County Administrator and Board of Supervisors serve as the main operation handled through the office of the Inventory Control Clerk.

Ability to:

- ❖ Prepare and maintain accurate and complete records.
- ❖ Write clear and concise reports.
- ❖ Conduct accurate inventories of diverse property.
- ❖ Determine the condition and value of items returned to surplus including parts, equipment, and furniture. Perform mathematical computations quickly and accurately.
- ❖ Communicate clearly and concisely, both orally and in writing.
- ❖ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

FIXED ASSET POLICY

All agencies and universities are required to maintain a complete and current inventory list of each property item (Section 29-9-21) which costs \$1000 or more unless the items purchased fall within the groups listed below. These items will be reported as equipment, regardless of their purchase value.

- Weapons
- Cameras and camera equipment (greater than or equal to \$250)
- Two-way radio equipment
- Televisions (greater than or equal to \$250)
- Lawn maintenance equipment
- Cellular telephones
- Computer and computer equipment (greater than or equal to \$250)
- Chain saws
- Air compressors
- Welding machines
- Generators
- Motorized vehicles

Section 29-9-13, Mississippi Code of 1972, Annotated, requires that representatives of the State Department of Audit under the direction of the State Auditor of Public Accounts, in making regular audits of the different state agencies, shall reconcile all invoices and records with the agencies' property inventories, shall make a check or physical audit of the actual items or properties shown on their inventories and related records. Each state agency shall furnish a competent person or persons to assist in this check or physical audit.

Primary Inventory

Primary inventory includes all equipment purchases of \$1000 or more (and all items listed to be added regardless of price, see page 4) that are required to be numbered and included on the property inventory list of any department and reported to the State Property Office. It is the responsibility of the property officer to attach labels to all primary inventory items in areas where they can be readily seen without having to move the item for identification. It is the responsibility of the department chairperson or his designee to assist the property office in identifying and labeling these items.

Changes in Department Heads

Before a department head departs from the agency or university, he/she should contact the internal Property Officer and request a complete physical inventory prior to departure so that discrepancies can be resolved.

When the new department head assumes control of the department, the internal Property Officer should be notified so a complete and current inventory list can be forwarded to the new department head so he/she or the designee can complete a “self-audit” and accept responsibility for the departmental inventory. The internal Property Officer should be available for assistance with this inventory if requested.

Lost or Stolen Property

Property deleted from the inventory because of theft or robbery shall be reported on a deletion report the month the loss is discovered. Such deletions shall be accompanied by an executed Property Salvage Report, which includes a notarized affidavit signed by the executive head of the agency, the person in charge of property records, and the employee directly responsible for the property which was stolen or lost. All lost or stolen property shall be reported to the proper local law enforcement entity. A copy of the law enforcement entity’s report and the NCIC report shall be attached to the Property Salvage Report. One copy of the affidavit shall be attached to the monthly inventory report and one copy shall be retained in the agency’s files for inspection by the Office of the State Auditor.

Property Inventory of Computer Equipment

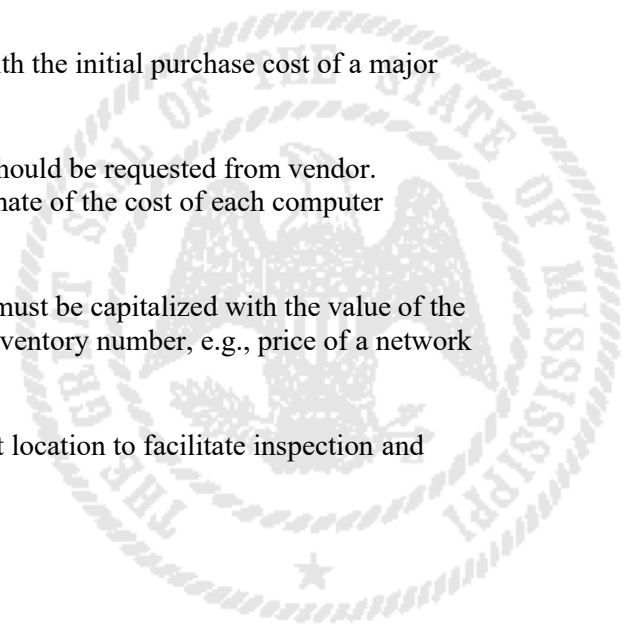
Each major computer component, such as a central processing unit (CPU), terminal, printer, external hard disc drive shall have a unique inventory number assigned. A personal computer monitor shall not require a unique inventory number, External devices such as the keyboard, modem, mouse and other light pen devices whose costs are under \$1000 also shall not require a unique inventory number. All internal computer components such as network/communication boards, internal telephone modems, etc. shall not require a unique inventory number assigned.

However, the value of these computer components is included with the initial purchase cost of a major computer component.

For property cost assessment of computer component, unit cost should be requested from vendor. However, the agency or university can provide a reasonable estimate of the cost of each computer component when itemized costs are unavailable.

The unit price of each computer upgrade costing \$1000 or more must be capitalized with the value of the major computer component, which has been assigned a unique inventory number, e.g., price of a network board must be added to the cost of the CPU.

Inventory tags should be placed in a clearly visible and consistent location to facilitate inspection and inventory audit.



LOST OR STOLEN PROPERTY AFFIDAVIT

Name of Institution, Department or Agency

Address

Address

Location of Property:

Date: _____

Description	Inventory Number	Report Number	Date Purchased	Cost or Value

Detailed Explanation of Loss: (in case of loss, theft, or robbery, show the name of the local law enforcement entity notified and the date the loss was discovered. If such loss was not reported to a local law enforcement entity at the time of the discovery, give a complete explanation of such failure.)

We hereby state under oath that the above facts are true and correct to the best of our knowledge.

Executive Head of Agency

Date

Property Officer

Date

Employee Responsible for Property

Date

This date personally appeared before me, the undersigned authority, in and for _____ County, in the State of Mississippi, the above named individuals, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

Given under my hand and official seal, this the ____ day of _____, 20 ____.

Notary Public

NOTE: This affidavit should be filed with the inventory deletion form and deletion documentation the same month that the property is removed from inventory.

HINDS COUNTY, MISSISSIPPI

PROPERTY TRANSFER REPORT

Date: _____

Location of Property: _____

Transferring To: _____

Description: _____

Serial Number: _____ County Number: _____

Received By

Property Control Clerk

Authorized By

HOW TO WRITE (Property Transfer Report)

Step 1 – Section 1 –

- Date – Enter the accurate date in the line provided
- Location – Enter the department of where item is leaving from
- Transfer – Enter the department name of where item is being received to

Step 2 – Section 2 – Item, Description, Location, Quantity –

- Description – Enter a brief description of the product or the name of the product being recorded
- Write serial number and tag number of the item(s) so it may be found in the system

Step 3 – Provide a physical copy for your Inventory Department records and/or your own. File with paper copy or in a computer file. Emailing Inventory Department during the end of each month with the report.

HOW TO WRITE (Property Clerk Inventory Sheet)

Step 1 – Section 1 –

- Sheet Number – Enter the sheet number in the line provided
- Counted By – Enter the name of the Property Clerk keeping account of new inventory

Step 2 – Section 2 – Item, Description, Location, Quantity –

- In the blocks and in the rows provided record the following:
- Purchase Number – Enter the Purchase number as it resides in the system
- Description – Enter a brief description of the product or the name of the product being recorded
- Location – Enter the location code for the product, isle number, building number, whatever location is required for this particular inventory asset
- Quantity – Enter the number of the products on hand so Inventory can Tag

Step 3 – Provide a physical copy for your Inventory Department records and/or your own. File with paper copy or in a computer file. Emailing Inventory Department during the end of each month with the report.