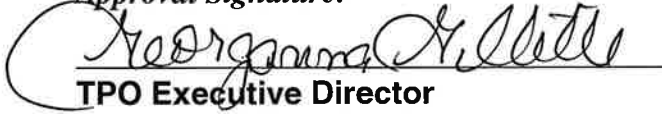


Space Coast TPO Operating Manual

Procedure: PR 24-09

Title: Tangible Inventory Procedure

Approval Signature:


TPO Executive Director

Approved:

4-12-2024

Revised:

1. **Purpose.** Establish a procedure for maintaining inventory of SCTPO tangible property. The purpose of maintaining an inventory is to track items that could potentially be lost or stolen. An annual physical inventory must be conducted, in accordance with Florida Statutes, Chapter 274, paragraph 02, the SCTPO Interlocal Agreement with Brevard County, Section 13, and Space Coast TPO Budget and Finance, PLC-3, Section 6.0, Tangible Property/Assets.
2. **Trackable Assets.** Assets/property that are considered trackable includes:
 - a. Electronic/computer equipment valued at \$300 or more.
 - b. Audiovisual equipment valued at \$300 or more.
 - c. Property that is valued at \$5000 or more.
3. **New Assets.** When assets/property are purchased and established to meet the above requirements for inventory tracking, it is tagged with a SCTPO inventory label and added to the inventory list.
4. **Disposal/Surplus.** In accordance with Section 13 of the Interlocal Agreement for Services by and between the Board of County Commissioners and SCTPO, the SCTPO shall maintain an agreement with Asset Management for the disposal of SCTPO equipment and furniture. Equipment that is being removed will be

recorded on the County's form BCC-176 or as required by the County. The SCTPO will be responsible for wiping computer devices' hard drives prior to completing the County's form BCC-176. After Executive Director approval, form BCC-176 is submitted to the Asset Management team and pickup of the items is coordinated. Once an item has been identified in a completed County Form BCC-176 and accepted by the County's Asset Management, the equipment or supply will no longer be considered on the SCTPO's inventory.

- 5. Annual Review.** The SCTPO shall maintain an inventory list for physical review once a year. The annual inventory shall be conducted by the property custodian. The items are located, tracked, and confirmed to be in the SCTPO's possession. The completed inventory is signed off and approved by the Executive Director and the property custodian and documented for the SCTPO's records. The Annual inventory review shall be completed by September 30th of each year.