

OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY
Administrative Services Division



Title: Asset Tracking	ASD 250-02
Supersedes: ASD Policy 250-5 dated 5/87	
Applicability: All Agency Employees	
Reference: ORS 293.590, OAM 15.55.00.PO/PR, 15.60.10.PO/PR	
Effective Date: September 1, 2011	Approved: <i>Ray E. Carter</i>

Purpose: The purpose of this policy is to document the agency policy for recording and tracking capital and high risk assets.

Policy: The agency’s policy is to track assets that meet the following criteria:

- 1) Have a useful life of more than one year and an acquisition cost of \$5000 or more. This property is considered a capital asset. (Property meeting the above requirements with the exception of the cost is considered a non-capital asset.) These assets are tagged, recorded in the general ledger, and added to the agency asset tracking system. The general ledger is the collection of agency accounts maintained by the Administrative Services Division; or
- 2) Are at a high risk of theft or loss. A listing of high risk items is available on the agency website ([High Risk Items](#)). High risk items include, but are not limited to computers and electronic equipment, vehicles, photography equipment and firearms. These items are tagged and added to the agency asset tracking system.

Removal of assets is defined under the ODFW Property Disposal Procedure ([FS-023](#)).

Procedures:

Accounts Payable Technician: Processes purchases for payment. For items covered in this policy, a copy of the invoice with the voucher payment number and purchasing document is saved to ASD U:/ASD Share/Asset Management/Scanned Payments. The file name will include “Object Code_Voucher number_Purchasing document number.” For example, 4999_VP090311_C84567.

General Ledger Accountant: Views documents stored in ASD U:/ASD Share/Asset Management/Scanned Payments. Pulls scanned documents for capital outlays. Records capital assets in the general ledger and into the agency asset tracking system. Reconciliation is finalized at year end in either month 12 or 13 to reconcile the general ledger to the agency asset tracking system. Batches general ledger

entries and forwards to Fiscal Services Manager. Issues asset tags for capital assets entered into agency asset tracking system. Coordinates with Revenue Technician 3 on items ready for entry into agency asset tracking system.

Fiscal Services Manager:

Signs and releases general ledger entries. Returns general ledger entries to General Ledger Accountant.

Revenue Technician 3:

Enters purchases for high risk items into the agency asset tracking system. Issues an asset tag for equipment after entry into the agency asset tracking system.

For computer equipment, assigns batches of tags to Information Services Division (ISD) prior to payment. Enters asset information for these tags into agency asset tracking system upon receipt of purchasing document from ISD IT Asset Specialist.

ISD IT Asset Specialist:

Maintains list of asset tags issued to ISD on an Excel document. Forwards purchasing documents to Revenue Technician 3.