

Small & Attractive Item Policy

POLICY STATEMENT:

The policy of Lewis County to maintain accountability for all tangible items that do not meet the criteria of a fixed asset, are easy to transport freely and, as such are at a greater risk of being damaged, lost or stolen.

PURPOSE:

The purpose of this policy is to identify items that may be at greater risk of being damaged, lost or stolen and to establish a system for accountability of those items through controls resulting in responsible stewardship of the public resources. A risk assessment was conducted by the Auditor's Office to establish the Small & Attractive Item guidelines. Each department is responsible for maintaining their own Small and Attractive Item Listing, to be verified by a physical inventory annually and available for review by the State Auditor.

DEFINITION:

With limited exceptions defined below, a small and attractive item is a tangible item with a cost greater than \$2,500 and less than \$5,000 (including sales tax and ancillary costs), has a useful life of more than one (1) year, can be easily transported and not likely to be missed immediately upon disappearance. In general, small and attractive items are theft-sensitive items that can be easily moved, therefore more vulnerable to loss. The threshold is applied to individual assets rather than to an aggregation of assets.

Exceptions: The following items are determined to be especially vulnerable. Departments **must** include the following items with a cost of \$1,000 to \$4,999 as a small and attractive item:

- Weapons, firearms and accessories
- Laptops, tablets and notebook computers
- Smartphones
- Cameras and photographic projection equipment
- Binoculars, telescopes, infrared viewers and rangefinders
- Power tools
- Portable GPS devices

Items that are less than \$5,000 and are more permanent in nature such as, desks, tables, shelving, file cabinets and items affixed to a wall are not to be considered small and attractive items.

POLICY:

1. Tracking

Each department shall be responsible for identifying at-risk items that fall under this policy and establishing a record keeping process. The items shall be tagged and tracked upon receipt according to the procedures below.

2. Inventory

Each department is responsible for conducting an annual inventory of their respective small and attractive items.

3. Lost or Stolen Items

When suspected or known losses of small and attractive items occur, departments should conduct a search for the missing property. The search should include transfers to other departments or divisions, storage, disposal, etc.

If the missing property is not found, the department must immediately notify the State Auditor's office in accordance with RCW 43.09.185. The department must also provide a memo to the Auditor's Office – Financial Services division notifying the office of the loss.

4. Surplus

Departments shall abide by LCC 3.30.180 for declaring items surplus.

5. Disposal

If an item was purchased with grant funding, it is the department's responsibility to ensure any disposal requirements of the grantor are followed.

PROCEDURE:

1. Accounts Payable – Departments

Departments shall code small and attractive items to the appropriate object in Munis (535000). In addition to the invoice, a Small and Attractive Input Form must be attached to the purchase.

2. Accounts Payable – Auditor's Office

The Auditor's Office will retrieve all small and attractive purchases and assign a tag for tracking. The item will be added to the master inventory list and the tag will be sent to the department to be placed on the item.

3. Departments

Departments shall keep their inventory listing up to date to include adding and deleting disposed assets in a timely manner. The Auditor's Office master inventory list will be updated annually during the inventory process.