

CITY of FERNLEY  
SMALL TOOLS AND EQUIPMENT  
POLICY AND PROCEDURES

1. PURPOSE:

The purpose of this policy is to provide internal control and assign responsibility in the management of small tools and equipment used in the field.

2. GOALS:

To protect the assets of the City of Fernley against theft and loss.

3. GENERAL:

Small tools & equipment are items that are priced **under the \$5,000** threshold for fixed assets and have a life expectancy of more than one year. Examples include, but are not limited to cameras, shop tools, saws, mowers, other landscaping equipment, etc. The personal use of the city's small tools and equipment is prohibited. At no time may the city's small tools and equipment be purchased, borrowed or taken home by an employee for personal purposes.

4. RESPONSIBILITY OF DEPARTMENT HEADS

Control responsibility shall be assigned to one person within each division by the department head. Those being assigned control shall be accountable for managing and tracking all small tools and equipment. The assignment should be documented within the department and communicated to the finance department. Likewise, changes in assignments should be documented and communicated.

PROCEDURES

a. ADDITIONS

The city may acquire small tools & equipment via purchase or donation. Regardless of how it is acquired, when the property is received, the department head or their designee shall mark the item and add it and any ID # to their Small Tools & Equipment Inventory List.

Purchases will follow City of Fernley Purchasing Policy.

Division Foreman may approve purchases less than \$1,000.

Department Head or designee may approve purchases greater than \$1,000 or less than \$5,000.

b. ASSET IDENTIFICATION

The Department asset list will contain the serial number, model, manufacturer and or other identifying information. Whenever feasible, each piece of property will be marked with the city's name or have a City of Fernley tag applied to the asset. Such markings or tags will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed.

c. TRANSFERS

Occasional transfers of property between departments will occur. The original controlling department is accountable for initiating a notice of transfer. The initiating department inventory list will indicate the reduction as a transfer. For reporting purposes, the receiving department will note on its inventory list the receipt of the asset.

d. DELETIONS

Items previously acquired will eventually be disposed of and deleted from the department's list. Deletion may be required due to a sale of the asset, scrapping, theft, loss or involuntary conversion (fire, flood, theft, etc.) When an item is deleted, the department head or designee will note the reason, means and date of disposal on the current fiscal year's inventory list.

Disposed items will be documented on the disposal form (attachment A) and a copy of the completed and signed form will be forward to the finance department in the fiscal year of disposal.

Items disappearing due to theft or loss may require additional reports to the Police Department, City Manager, Department Supervisor and/or Insurance Company. Deletions brought about because of a fire, flood, natural disaster or other would require reporting to the insurance provider for an eventual reimbursement claim.

5. INVENTORY OF ASSETS

An inventory list shall be provided to finance each year before June 30. A physical inventory will be performed every other fiscal year following the initial inventory. Special inventory events will occur at the request of Management and/or the change of a division foreman. The finance department and the designated department individual will perform the asset inventory utilizing the Finance department inventory list vs the current department inventory list.

6. VEHICLE INVENTORY

The vehicle assignment form shall include the employee assigned with a tool inventory attached. The division foreman will maintain a copy of this inventory, which will include tools permanently kept with the vehicle, and forward a copy to the finance department. A tools inventory will be performed at employee turnover or at the request of the division foreman/supervisor or department head.

7. DISCIPLINARY ACTION

Disciplinary action, up to and including termination, may be taken against an employee for the unauthorized possession, removal, purchase, destruction, sale or use of City of Fernley property.

CITY OF FERNLEY  
SMALL TOOLS & EQUIPMENT  
DISPOSAL/TRANSFER INFORMATION

ASSET DESCRIPTION: \_\_\_\_\_

SERIAL NO: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_

REASON FOR DISPOSAL: \_\_\_\_\_

TRANSFERRED TO: \_\_\_\_\_

MEANS OF DISPOSAL:    Sale                      Scrapped                      Auction  
   Theft                      Donation

The property value of the listed asset is estimated to be \$\_\_\_\_\_ or less and I hereby certify that the property shall be disposed of or sold in the manner stated above.

\_\_\_\_\_  
Department Foreman/Department

\_\_\_\_\_  
Date

The property value of the listed asset is estimated to be more than \$\_\_\_\_\_. I hereby certify that the property shall be disposed of or sold in the manner stated above.

\_\_\_\_\_  
Department Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

CITY OF FERNLEY  
SMALL TOOLS & EQUIPMENT  
VEHICLE INVENTORY

EMPLOYEE NAME:

VEHICLE LICENSE PLATE #:

DATE:

ITEM DESCRIPTION:

ITEM DESCRIPTION:

ITEM DESCRIPTION:

ITEM DESCRIPTION:

ITEM DESCRIPTION:

ITEM DESCRIPTION:

ITEM DESCRIPTION:

ITEM DESCRIPTION:

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EMPLOYEE SIGNATURE:

FOREMAN/SUPERVISOR: