



# COUNTY OF INYO

## PURCHASE OF FIXED ASSET POLICY

### PURPOSE

The purpose of this policy is to adopt a policy to provide guidance to departments regarding the purchase of fixed assets.

### PROCEDURES FOR PURCHASING FIXED ASSETS

Fixed assets are items which cost \$500 or more and have a life expectancy in excess of one year.

1. Requisitions must be submitted to Purchasing. (Departments shall not independently purchase Fixed Assets.)
2. Purchasing will issue a purchase order if:
  - a. The item was approved in the budget or a budget amendment was made to reflect the budgeted amount; and
  - b. The cost of the fixed asses does not exceed amount budgeted.
3. If a Department wishes to purchase a different fixed asset in lieu of that authorized in the budget, a request shall be submitted to the County Administrator for approval.
4. It is the Department Head's responsibility to initiate the appropriate course of action necessary to ensure that sufficient funds are available to make the purchase, e.g., submitting an Appropriation Change Request Form (object category transfer) to the County Administrator for approval.

Note: If departments continually purchase fixed assets (not as a result of an emergency situation), the County Administrator, after trying to resolve the problem with the Department Head, reserves the right to request (a) the Auditor-Controller to stop making payments for any or all fixed assets and (b) the Board of Supervisors to implement budget controls on the department's entire budget.