



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: LAC/CAL, FIXED ASSET, AND PORTABLE
EQUIPMENT- INVENTORY AND CONTROL

Policy No.: A313
Supersedes: August 7, 2003
Revision Date: January 29, 2016
Page: 1 of 1

PURPOSE

To insure accountability of LAC/CAL, fixed asset, and portable equipment within Rancho Los Amigos National Rehabilitation Center.

POLICY

To assign responsibility to line-level managers for the day-to-day control and accountability for all LAC/CAL, fixed asset, and portable equipment.

Refer to the Rancho Los Amigos National Rehabilitation Center Equipment Inventory and Control Manual for procedures.

SR

REFERENCES: Los Angeles County Fiscal Manual
Auditor-Controller Circular Letter No. 355
Department of Health Services, Policy Nos. 810, 840, 842, 844, 845

EFFECTIVE DATE: October 1990

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.
