



Los Angeles County Department of Health Services

Policy & Procedure Title:		Removal of Equipment from County Records	
Category:	800-899 Equipment, Services, Supplies	Policy No.:	842
Originally Issued:	10/19/1977	Update (U)/Revised (R):	10/01/2014
DHS Division/Unit of Origin:	Supply Chain Operations		
Policy Contact – Employee Name, Title and DHS Division: Gary McMann, Chief, Supply Chain Network			
Contact Phone Number(s):	(323) 890-7926		
Distribution: DHS-wide <input checked="" type="checkbox"/>	If not DHS-wide, other distribution:		

PURPOSE:

The purpose of this policy is to provide guidelines for the maintenance of Capital Assets Inventory Control Records.

POLICY:

The Department shall comply with all procedures established by the Board of Supervisors, the Chief Executive Officer, and the Auditor-Controller in reporting stolen or missing equipment. The Department shall request that the Auditor-Controller remove such equipment from Department inventory records by completing a FD - disposition document and a CAS 04 - Sales and Disposition Form.

Stolen items must be reported immediately to the local police or sheriff's office, and a memo shall immediately be forwarded to the Auditor-Controller Capital Assets Unit reporting the stolen equipment. The memo shall contain:

- a. The sheriff or police department's report number
- b. The type of equipment item
- c. The property tag number and/or the manufacturer's serial number
- d. A full description of the item including brand name, model, size, color, etc.

For equipment on the County Capital Asset listing, the department must attach a completed CAS 04 with "Stolen" selected as the disposition method, and a copy of the memo and police report to the FD document.

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

Revision/Review Dates:
 Department Head/Designee Approval:

Equipment determined to be missing must be reported annually to the Auditor-Controller.

ATTACHMENTS/FORMS:

CAS 04-Sales and Disposition Form (See LA County Fiscal Manual)

REFERENCE(S)/AUTHORITY:

DHS Policy No. 840, Capital Assets Inventory and Control
County Fiscal Manual Sections - 6.9.0
California Government Code
Los Angeles County Code Chapter 5.02