

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
POLICY & PROCEDURE

NUMBER: 154
VERSION: 1

SUBJECT/TITLE: **FIXED ASSET INVENTORY AND CONTROL**

POLICY: ValleyCare shall fulfill its responsibility in accounting for all fixed assets under its possession or control.

Responsibility is delegated to Materials Management to maintain records for all fixed assets.

A physical inventory of equipment shall be conducted at least every two years. Hospital Administration, as a matter of policy, encourages a more frequent physical inventory when feasible.

Hospital Administration and operational units shall cooperate with Materials Management in maintaining accountability for all equipment. This includes immediately reporting all lost, stolen or missing equipment.

Materials Management must also be notified of all equipment moved from one location to another in the hospital by completion of an Equipment Location Change form.

When property is transferred by ValleyCare to any other County Department or another division of the Department of Health Services, ValleyCare is responsible for initiating the transfer documents. This will be accomplished by Materials Management through the Auditor Controller.

PURPOSE: To establish an ongoing inventory and control of fixed assets at ValleyCare facilities.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

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References:	
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