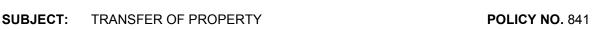
DEPARTMENT OF HEALTH SERVICES

COUNTY OF LOS ANGELES



PURPOSE:: To set guidelines for accountability of County property and to comply with

established procedures related to the transfer of equipment.

POLICY:: When property is transferred from one department or budget unit to another

department or budget unit, the releasing unit shall be responsible for initiation of transfer documents. The receiving unit shall establish inventory records

upon receipt of the transferred equipment.

CROSS Fixed Assets Inventory and Control, Policy No. 840.

REFERENCE::

AUTHORITY:: Los Angeles County Fiscal Manual

EFFECTIVE DATE: Mar 01, 1988 **SUPERCEDES:**

APPROVED: Signature on File