

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: EQUIPMENT REPLACEMENT

POLICY NO. 846

PURPOSE:: To establish responsibility for the replacement of equipment.

POLICY:: Each budget unit in the Department is responsible, during the course of its budget preparation, to identify equipment which is worn or obsolete. The Department shall, through the budgetary process, attempt to obtain funds to replace such equipment. Certain equipment requires approval from the Facilities Management Department. This type of equipment should be appropriately classified and should cite the date of Facilities Management's approval.

CROSS REFERENCE:: For definition of equipment classified as Fixed Assets and Services and Supplies, see Fixed Assets Classification, Guidelines, County Fiscal Manual Section 6.3.1.

GUIDE:: Chief Administrative office Departmental Budget Instructions

EFFECTIVE DATE: Mar 01, 1988

SUPERCEDES: May 8, 1978

APPROVED: Signature on File
