

TITLE: Inventory Control of Non-Capital Equipment Policy
SECTION: Financial Management
POLICY NO: 03000-10

APPROVAL DATE: _____ **CAO Signature:** _____

POLICY STATEMENT

The Town will ensure proper accounting of Town workplace equipment.

PURPOSE

To ensure that non-capital equipment for the Town of Amherst is accounted for on an annual basis.

APPLICATION

Departmental Directors will prepare a list of non-capital equipment in their department with a value between \$1,000 and \$5,000. This list will be updated on an annual basis and submitted to the Director of Finance no later than March 31. Any unaccounted-for change in equipment will be noted.

DEFINITION

For the purposes of this policy, non-capital equipment is defined as tools, computers, communications devices and equipment used by employees to carry out their work with an approximate value between \$1,000 and \$5,000.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	To ensure that non-capital equipment for the Town of Amherst is accounted for on an annual basis.
Departmental Directors	To maintain a list of non-capital inventory and ensure that it is updated annually and submitted to the Director of Finance no later than March 31. Any unaccounted-for change in equipment will be noted.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
	Director of Finance		