



TACOMA HOUSING AUTHORITY

Policy No.	G-15
Policy	Small Assets Disposition Policy
Date	June 27, 2018

1. Purpose

To provide guidelines for identifying and tracking small and attractive assets. To ensure controls over items that are particularly at risk or vulnerable to loss (walk away items, marketable, or diverted for personal use). The intent of this policy is to obtain accountability over assets that do not meet the Capital Assets Policy but that THA considers particularly vulnerable to loss, and specify how they are disposed of when no longer needed or operable.

2. Sources for Policy

2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards

The Board of Commissioners has not reviewed or approved this policy

3. Scope of Policy

This policy applies to all of THA

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Board of Commissioners and Executive Director</i>	Overall and final responsibility for ensuring compliance with reporting requirements.
<i>Director of Administration</i>	Coordinate annual risk assessment to determine which assets or asset categories are small and attractive assets. Work in conjunction with other department directors to ensure that each department has created/updated their list of small and attractive assets by January 31 st each year.
<i>All Department Directors</i>	Each department director or their designee will prepare a list annually or their small and attractive assets. The list will be maintained in OpenDoor and updated at least monthly. Perform an annual inventory to support their asset list by January 31 st .
<i>Employees and Managers</i>	Immediately report a lost, stolen, or damaged asset to the director or the staff assigned to maintain the inventory. If the item is an IT asset immediately report to the IT Department.
<i>IT Department</i>	Maintain a list of IT assets issued by the IT Department.

5. Definitions	
<i>Small and attractive items</i>	Items that are easily moveable, and desirable with an initial value of \$300 to \$4999.99, have a useful life of more than one year, and are either concealable or portable.
<i>Concealable items</i>	Items that are small enough to fit into one's pocket, bag, briefcase or back pack. -Electronic devices, radios, laptops, tablets, cameras, handheld radios, etc.
<i>Portable items</i>	Medium sized assets that can be easily carried. -Televisions, CPU's, printers (small), mobile hand or power equipment, land mowers, etc.
<i>Information Technology (IT)Asset</i>	Any device that processes, stores or transmits THA information and/or data, including personally owned IT assets used to conduct THA business.

6. Forms Associated with this Policy	
<i>THA Form PCI-01(55)</i>	Disposition Form

7. Policy

7.1 General

Certain items that THA purchases that have an initial value of \$300 to \$4,999.99 are considered a Small and Attractive Asset as they are portable or concealable and vulnerable to loss. The intent of this policy is to obtain accountability over assets that do not meet the Capital Assets Policy but that THA considers particularly vulnerable to loss, and specify how they are disposed of when no longer needed or operable.

7.2 Asset Identification

An annual risk assessment shall be completed to determine which assets or asset categories are small and attractive assets. The assessment shall be conducted by the Administration Department Director in conjunction with other department directors.

7.1.1 Each department head or their designee will prepare a list annually of their small and attractive items. The IT Department will maintain the list of all Small and Attractive IT assets issued by the IT Department.

The list of small and attractive items shall include:

- a. A description of the item
- b. A serial number, model and/or other identifying number, if available
- c. The source (purchased from, constructed by, donated by, etc.) of the item
- d. The acquisition date and original cost of the item
- e. The location, use and condition of the item
- f. Ultimate disposition data including the type and date of disposal, value of asset at disposition, and the selling price if the item was sold

7.3 Inventory

Each department will conduct an annual inventory in preparation for the creation/update of their small and attractive items list.

7.3.1 The list will be populated in OpenDoor by January 31st each year for monitoring. The list will contain additions, deletions, interdepartmental (or unit) transfers, modification or other changes to the list.

Deletion for the inventory should include items that were scrapped, disappeared mysteriously, lost, stolen, damaged beyond salvage, or used for repairs of like items.

Any item that was lost or stolen that is covered by THA Policy F-10.01 Reporting Loss of Funds or Property, should be noted as such on the inventory.

7.4 Disposition

When it is determined that THA no longer needs an asset it will declare that asset to be surplus. All non-capitalized assets that are not lost, stolen, damaged beyond salvage, or used for repairs of like items will be disposed of through the Washington State Department of Enterprise Services Surplus Property Disposal System, or another mechanism allowable under RCW 39.33.010.