



SUBJECT: Inventory and Control of Property, Supplies and Other Assets	PAGE <u> 1 </u> OF <u> 9 </u>
	NUMBER: 22-BUS-08
RULE/CODE REFERENCE: ORC 5120.01 and ORC 5120.22	SUPERSEDES: 22-BUS-08 dated 05/21/18
RELATED ACA STANDARDS: 4037; 2-CO-1B-08; 2-CI-2A-2,6E-3 2-CTA-1B-08; 4-APPFS-3D-12, 3H-01, 3H-02	EFFECTIVE DATE: September 16, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish responsibility, procedures, and documentation for the control of property, supplies, and other assets.

III. APPLICABILITY

This policy generally applies to all persons employed by or under a service contract with the Ohio Department of Rehabilitation and Correction (ODRC). It specifically applies to all employees throughout the ODRC.

IV. DEFINITIONS

Armory Inventory Database - An automated web application located on ODRC Intranet that is utilized by authorized employees to accurately maintain the inventory of firearms, ammunition, chemicals, restraints and other armory safety and security equipment and supplies as required by the ODRC Office of Prisons. The database is utilized to reconcile and update the firearms inventory data maintained in the Ohio Administrative Knowledge System (OAKS) Asset Management (AM) System.

Asset Processor - A state employee who is assigned the responsibility for maintaining a perpetual inventory of state owned property on the OAKS Asset Management module or on the agency’s in-house asset management system of a state agency or a portion of an agency, such as a reporting division, institution, regional office, etc.

Building - A permanent structure with a foundation, a roof, and is at least partially enclosed with walls. The building cost includes all permanently attached fixtures.

Equipment Custodian - A state employee is the primary user of equipment, a caretaker of equipment or both. As a primary user of equipment, the equipment custodian personally uses his/her equipment daily to conduct state business. As a caretaker, the equipment custodian oversees shared equipment that is used by a designated group or organizational identifier. An organizational identifier could be a division, department, unit, or section of the organization; typically, these assets are in common areas, conference/training rooms, storage areas, etc.

Easement - The use of land owned by an individual or organization external to the state where the state is the grantee.

Firearm - A deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant.

Fleet Ohio - A software application that maintains detailed and categorized vehicle information, tracks vehicle activity, and reports comprehensive vehicle information. It is supported by the Department of Administrative Services and made accessible to state agencies to use to meet their vehicle statutory requirements.

Intangible Personal Property - Consisting of computer software, where it is integral to the functionality of a related system or network, the vendor separately itemizes the cost of the software from hardware, and its cost exceeds \$100,000 per license when purchased or its development costs exceed \$100,000 when internally produced.

Land Improvement - An improvement made to land, either above or below ground, such as parking lots, sidewalks, etc.

Licensed Vehicle - All state vehicles and trailers, including retrofitting, that are capable of being licensed through the Bureau of Motor Vehicles for intended over-the-road transportation.

Modular Furniture - Movable assets, requiring assembly to each other, used as furniture and/or to create offices.

OAKS Asset Management System (OAKS AM) - A software application that maintains detailed and categorized asset information, tracks asset activity, calculates depreciation and reports comprehensive asset information. It is supported by the Department of Administrative Services and made accessible to state agencies to use to meet their statutory inventory requirements.

Personal Property - Machinery, equipment, non-licensed vehicles, furniture, fixtures, firearms, works of art and historical treasures. (Excludes modular furniture)

Real Property - Land, land improvement, buildings, and whatever is erected or affixed to land (above or below), excluding infrastructure.

Renovation - Construction performed on an already existing building, land improvement, or personal property such as equipment to enhance the usefulness.

Sensitive Property - Property that is popular and highly vulnerable to theft.

Tangible Personal Property - Consisting of furniture, fixtures, equipment, machinery, non-licensed vehicles, and individual works of art and historical treasures, including improvements and renovations thereon, with an actual or estimated acquisition cost of more than \$1,000 per item.

Works of Art & Historical Treasures - Assets that are maintained or preserved such as paintings, sculptures, etc.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that physical assets of the ODRC are properly accounted for in accordance with generally accepted accounting practices, which are also in compliance with guidelines issued by the Ohio Department of Administrative Services (DAS).

VI. PROCEDURES

A. Fleet Inventory

1. The deputy director/designee of the Office of Administration shall appoint a person as the ODRC fleet administrator. The ODRC fleet administrator shall serve as the liaison with DAS Office of Fleet Management and is responsible for coordination of the ODRC fleet program and annual certification of the ODRC fleet.
2. Each assigned location within the ODRC shall appoint a person as fleet coordinator and provide that name to the ODRC fleet administrator. The ODRC fleet administrator will serve as the fleet coordinator for Operations Support Center (OSC) to include but not limited to the Division of Parole and Community Services (DPCS) and the Adult Parole Authority (APA) Offices. In addition, a fleet contact person shall be appointed for the APA regions.
3. In accordance with the guidelines promulgated by the DAS, the ODRC fleet coordinator/fleet administrator shall maintain and update all vehicles capable of being licensed by the Bureau of Motor Vehicles, mileage, maintenance and repair information on Fleet Ohio in a timely manner, but at least monthly.
4. An annual safety inspection of all ODRC state-owned or leased vehicles used in the field service operation of ODRC shall be conducted in accordance with state laws by a qualified individual. This inspection shall be completed and documented on the Motor Vehicle Safety Inspection Report (DRC1151) as part of the regular vehicle maintenance. A copy of the Motor Vehicle Safety Inspection Report (DRC1151) shall be provided to the institution's fleet coordinator or to the OSC/DPCS fleet administrator. Safety repairs to ODRC vehicles shall be completed immediately and vehicles shall not be used until repairs are made.

B. OAKS Asset Management System

1. The ODRC's assets are governed by the Ohio Revised Code 125.16 and the Department of Administrative Services (DAS) policies and procedures. DAS policies and procedures provide the necessary accountability to comply with state auditing, financial reporting, risk management, and homeland security requirements; as well as assist agencies with their external federal reporting requirements.
2. When a state employee is assigned as an equipment custodian, his/her State of Ohio User ID shall be entered on the personal property asset records in OAKS Asset Management system (OAKS AM) and ODRC's in-house asset management system, as applicable. The equipment custodian's responsibilities include, but are not limited to, notifying the asset processor/designee of any activity that would change the inventory status of the equipment assigned to the state employee. This includes activity changes in the equipment condition, asset moving to another location, given to another person for use or is recognized as a missing asset.
3. The deputy director of the Office of Administration shall appoint a person as the ODRC asset management administrator. The ODRC asset management administrator shall serve as the liaison with DAS, Office of Asset Management, and is responsible for coordination of the ODRC asset management program and annual certification of ODRC assets.
4. The managing officer/designee for each assigned location within ODRC shall appoint a person as asset processor and provide that name to the ODRC asset management administrator within ten business days of the selection. The ODRC asset management administrator shall regularly communicate updates to the asset processor detailing the equipment custodians for their ODRC location.

New and existing asset processors shall complete all DAS Asset Management courses and annual trainings. The new asset processor shall notify the ODRC asset management administrator of courses and trainings completed. Upon request, the ODRC asset management administrator shall conduct asset management training.

5. The asset processor/designee shall maintain and update the inventory of all tangible and intangible personal property in the OAKS AM system as governed by DAS. The asset processor/designee shall ensure that assets are properly accounted in accordance with policies and procedures. Upon notification and or receipt of an asset, the following shall apply:

- a. Asset Identification Tag

Tangible personal property shall be affixed with at least one asset identification tag within fifteen business days from the date received by ODRC and uploaded in the OAKS AM within thirty business days from the date received by ODRC. For firearms (weapons), the asset identification tag shall be assigned and the Weapon Inventory Sheet (DRC1414) shall be completed within fifteen business days from the date received by ODRC and uploaded in the OAKS AM along with a photograph of the

weapon and the asset identification tag within thirty business days from the date received by ODRC.

For intangible property, the Asset Physical Inventory (DRC1423) shall be completed within fifteen business days from the date received by ODRC and uploaded in the OAKS AM along with a photograph of the intangible property and the assigned asset identification tag within thirty business days from the date received by the ODRC.

NOTE:

- i. For shared equipment, state agencies are permitted to assign an organizational identifier as the custodian for shared personal property.
- ii. For assets purchased by OSC and delivered to OSC and or another ODRC location, please reference the Appendix A – Receiving Assets section of this policy for complete details.

b. Issuance of Assets

The asset processor/designee shall complete and sign the Equipment Issue & Retrieval Documentation (DRC3143) and present to the equipment custodian upon receipt of the asset to issued. The equipment custodian shall sign the completed Equipment Issue & Retrieval Documentation (DRC3143). The asset processor/designee shall upload the signed Equipment Issue & Retrieval Documentation (DRC3143) in the OAKS AM within ten business days.

c. Retrieval of Assets

An equipment custodian may retire, be assigned to another department or may be in the need for an exchange of an asset. In order to properly account for the asset to be retrieved, the asset processor/designee shall complete and sign the Equipment Issue & Retrieval Documentation (DRC3143) and present to the equipment custodian in order to retrieve the previously issued asset. The equipment custodian shall sign the completed Equipment Issue & Retrieval Documentation (DRC3143). The asset processor/designee shall upload the signed Equipment Issue & Retrieval Documentation (DRC3143) in the OAKS AM within ten business days.

NOTE:

- i. If there is a vacancy, the asset processor/ designee shall complete and sign the Equipment Issue & Retrieval Documentation (DRC3143) to remove the equipment custodian's name and to replace with the assigned managing officer until the position is filled. The ODRC asset management administrator shall distribute the Employee Movement Report to all asset processors/designee on a regular basis.
- ii. The asset processor/designee shall upload the signed Equipment Issue & Retrieval Documentation (DRC3143) in the OAKS AM within ten business days.

d. Asset Transfer

i. Asset Transfer Within ODRC

The asset processor/designee shall ensure that an approved Asset Transfer Request (DRC1319) is received before assets are transferred within ODRC.

ii. Asset Transfer to Another State Agency

For the assets to be transferred to another state agency, the asset processor/designee shall complete the DAS State Surplus Miscellaneous Property Turn-In Portal located at: <https://ohio-das.force.com/surplus/s/misc-turn-in>. Once approved by DAS State Surplus, the asset processor/designee shall work with the DAS asset management administrator for completing the transmittal letter and finalizing the transfer of asset to another state agency. The asset processor/designee shall upload the DAS State Surplus approval, any communications and or other documents utilized for the transfer into OAKS AM within thirty business days from the date of the DAS State Surplus approval to transfer.

e. Retired Assets

- i. To retire assets, the asset processor/designee shall complete the DAS State Surplus Miscellaneous Property Turn-In Portal located at: <https://ohio-das.force.com/surplus/s/misc-turn-in>.
- ii. To retire state vehicles, the asset processor/designee shall complete the DAS State Surplus Vehicle Turn-In Document Portal located at: <https://ohio-das.force.com/surplus/s/vehicle-turn-in>.
- iii. Once approved by DAS State Surplus to retire the asset or the state vehicle, the asset processor/designee shall upload the DAS State Surplus approval, any communications and or other documents utilized for the retirement into OAKS AM within thirty business days from the date of the DAS State Surplus approval to retire.
- iv. When an asset does not have the above referenced portal approval through DAS State Surplus, the Incident Report (DRC1000) and or comments shall be uploaded in OAKS AM as justification for the retirement of the asset. The retired assets shall remain in disposed status in OAKS AM. If the asset is located, the asset shall be reinstated in OAKS AM.
- v. To sanitize and retire ODRC IT assets, please reference Appendix A – Asset Retirement section of this policy for complete details.

- f. Physical Inventory
 - i. Annual Physical Inventory

The asset processor/designee assigned to each location within ODRC shall be responsible for directing and conducting an annual physical inventory of all assets recorded in the OAKS AM each fiscal year. The OAKS AM Physical Inventory Acknowledgement form (DRC1434) shall be completed and submitted each fiscal year to the ODRC asset management administrator fifteen business days following June 30th. The OAKS AM Physical Inventory Acknowledgement form (DRC1434) shall be maintained on file for future audits. Exception: Assets assigned to the Food Service department shall be, at a minimum, inventoried annually and completed with the contractor. If the OAKS AM is not available due to the annual certification process or other system related issue, the equipment items shall be entered within thirty business days after the OAKS AM is operational.

- ii. Firearms Inventory

The physical inventory of all firearms shall be maintained in OAKS AM and the Armory Inventory Database. The managing officer shall designate an employee who will be responsible for the inventory control of the facility armory. Once per month, the designated employee shall generate the Firearms Inventory Report utilizing the Armory Inventory Database. Within fifteen business days from the date the Firearms Inventory Report was generated, the designated employee shall review the Firearms Inventory Report as evidenced by his/her signature date and submit a signed copy of the Firearms Inventory Report to the assigned asset processor. Within thirty business days of receipt of the signed Firearms Inventory Report, the asset processor shall reconcile the Firearms Inventory Report to the firearms listed in OAKS AM to help ensure that all firearms have been properly assigned to the custodian and accounted for in OAKS AM. Once the reconciliation has been completed, and OAKS AM has been updated as required, the asset processor shall sign and date the Firearms Inventory Report. The reconciled Firearms Inventory Reports shall be maintained at the facility for audit purposes.

C. ASSET CLASSES

The following are the asset classes (major classes and sub-classes) of state-owned property recognized by Administrative Services and the Office of Budget and Management:

- 1. Personal Property
 - a. Tangible Personal Property - furniture (excludes modular furniture), fixtures, firearms, equipment and machinery, non-licensed utility vehicles, individual works of art and historical treasures.
 - b. Intangible Personal Property - software where it is integral to the functionality of a related system or network.

2. Real Property
Land (includes non-operating/historic canals); Easements (includes easements to state owned land and to land external to state); Buildings and Land Improvements.
3. Construction-In-Progress as designated by OBM
4. Licensed Vehicles maintained on DAS- Fleet Ohio System regardless of the cost or donated market value at the time of donation.

For complete details regarding Asset Classes, please reference State of Ohio Asset Management Handbook located on the website for the Department of Administrative Services (<http://www.das.ohio.gov>).

D. ASSET REPORTING CRITERIA

Capital (fixed) assets are a subset of assets meeting the stewardship reporting criteria and or cost threshold but are governed by additional accounting and reporting practices.

1. Capital fixed assets shall be recorded in the OAKS AM system as follows:
 - a. Capital Fixed Assets
 - i. Tangible personal property with a purchase threshold exceeding \$15,000 per asset item.
 - ii. Intangible personal property with a purchase threshold exceeding \$100,000 per license or its development costs exceed \$100,000 when internally produced.
 - iii. Real property (land) purchase regardless of cost. Land improvements which exceed \$15,000 per project or item.
 - iv. Licensed vehicle with a purchase threshold exceeding \$15,000 per vehicle.

Every fiscal year, all new land, land improvements, new buildings, and building improvements/renovation shall be entered into OAKS AM by OSC Asset Management Section. Once the project is completed, the asset processor/designee shall forward the dispatched OAKS Purchase Order and paid invoice to ODRC asset management administrator.

2. Stewardship non-fixed assets shall be recorded in the OAKS AM system as follows:
 - a. Tangible personal property with a purchase threshold exceeding \$1,000 but less than \$15,000 per asset item.
 - b. Sensitive tangible personal property with a purchase threshold exceeding \$500 but less than \$1,000: audio visual, audio, communication, surveillance equipment, antiques, moveable works of art, power tools.

APPENDIX A

(22-BUS-08)

ODRC Asset Management Operational Procedures

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I. TYPES OF ASSETS

- A. Tangible Personal Property - Furniture (excludes modular furniture), fixtures, firearms, equipment and machinery, non-licensed vehicles, individual works of art and historical treasures.
1. Tangible personal property requires that each asset shall be affixed with at least one asset identification tag within 15 business days from the date received by ODRC and uploaded in the OAK AM within 30 business days from the date received by ODRC.
 2. Agencies shall maintain current and accurate inventory records and related activity for tangible personal property with an actual or estimated acquisition cost of more than \$1,000 per item; or if donated, a market value at time of donation of more than \$1,000 per item. Tangible personal property intentionally acquired for resale or used in the state activities as supplies are excluded.
 3. Agencies shall maintain current and accurate inventory records and related activity for all firearms capable of discharging projectiles regardless of acquisition cost or donated market value at time of donation. For firearms (weapons), the asset identification tag shall be assigned and the Weapon Inventory Sheet (DRC1414) shall be completed within 15 business days from the date received by ODRC and uploaded in the OAK AM along with a photograph of the weapon and the asset identification tag within 30 business days from the date received by ODRC.
 4. Agencies shall maintain current and accurate inventory records and related activity for sensitive property with an individual acquisition cost per item, or if donated, a market value at the time of donation, of at least \$500 but less than \$1,000. Sensitive property includes non-firearm, safety and security equipment. These items are popular and highly vulnerable to theft.
 5. Agencies shall maintain current and accurate inventory records and related activity for all the following Computing and Information Technology (IT) Equipment regardless of acquisition cost or donated market value at time of donation to include but not limited to desktop computers, laptops, notebooks, and personal digital assistants (PDAs) including upgrades; including but not limited to palm pilots, blackberries and smartphones.
- B. Intangible Personal Property - Software license, land, land improvements, easements, buildings, construction-in-progress and vehicles.
1. Intangible personal property requires that each intangible asset be assigned an asset identification tag. The Asset Physical Inventory (DRC1423) shall be completed within 15 business days from the date received by ODRC and

uploaded in the OAKS AM along with a photograph of the intangible property and the assigned asset identification tag within 30 business days from the date received by ODRC.

2. Agencies shall maintain current and accurate inventory records and related activity for intangible personal property consisting of computer software regardless of the cost, where it is integral to the functionality of a related system or network. If software is purchased in a group of licenses, such as multiple users, and is used on a Local or Wide Area Network, then this should be considered one asset and inventoried as one asset record.

II. TYPES OF ACQUISITIONS

ODRC can acquire property by direct purchase (with or without trade-in), purchase under a grant, lease, construction, donation, transfer from another agency, or exchange with an outside party. Each asset received shall be identified by one of the following types of acquisitions:

A. DIRECT PURCHASE

The asset can be purchased utilizing the State of Ohio Payment Card or Purchase Order. For all equipment picked-up and or delivered to any ODRC location, the Payment Card Log (DRC1660) and or OAKS purchase order shall be copied to the ODRC asset management administrator and or the assigned asset processor/designee for the ODRC location.

B. DONATED ASSETS

An asset donated to a state agency is treated the same as an asset owned by the State of Ohio. "Donation" is defined as an asset bestowed to the State of Ohio without compensation, where the donor relinquishes all rights to the gifted asset to the state. Protocol for taking possession of assets gifted from individuals or organizations external to the State of Ohio are the following: Upon acceptance of the asset, the recipient (ODRC location) or donor shall prepare a transmittal letter containing the required content of information. The required contents of the transmittal letter for an asset donated to the state shall include: Name of the Donator (organization or individual gifting the asset to the state), Mailing Address, Phone Number; Description of the Asset; Date the State acquired the donated assets; Name of Recipient (state agency); Value of the asset being the fair market value at time of acquisition (donation). If the transmittal letter is prepared by the ODRC location, then it shall be signed by the managing officer or designee. If the transmittal letter is prepared by the donator, then it shall be signed by the donor. A copy of the transmittal letter shall be submitted to the managing officer/designee, the donator, and the assigned asset processor/designee for the ODRC location. The asset

processor/designee shall upload the signed transmittal letter in OAKS AM. This letter shall be copied to ODRC asset management administrator.

C. DONATED MONEY

Ohio Revised Code 5120.13 allows ODRC to accept money, and hold on behalf of the state, if it is for the public interest, any grant, gift, devise, or bequest of money or property made to or for the use or benefit of any institution described in section 5120.05 of the Revised Code. The donation process requires a signed transmittal letter “containing the required content of information”, but the process is silent on the “content”. At the least, the contents of the said letter should be a clear intent on the part of the donor to gift the money to the institution for the purpose and the managing officer or designee acknowledges acceptance of the said gift to be kept by the institution and used for the said purpose. If the transmittal letter is prepared by ODRC, then it shall be signed by the managing officer/designee. If the transmittal letter is prepared by the donator, then it shall be signed by the donor. The signed transmittal letter should state the purpose of the donation or how it shall be utilized. The original signed transmittal letter shall be submitted to the Business Office management for future audits and reporting requirements.

D. LEASED ASSETS

Leased assets are subject to ownership by the State of Ohio when being acquired by lease purchase with a non-cancelable lease period. A “lease purchase” is generally defined as a lease that transfers ownership of the property to the lessee (the agency or the State of Ohio) during or at the end of the lease term. If a purchase will be made at the end of the lease, documentation shall be submitted to the ODRC asset management administrator and or the assigned asset processor/designee for the ODRC location. An example of this type of purchase would be a leased copier.

E. LOANED ASSETS

An asset loaned to a state agency does not require to be inventoried and is not considered State property. It is not recommended that loaned assets be inventoried by the state. “Loaned” is defined as an asset given to the State of Ohio for temporary use on the condition that it be returned to the lender, based on a time period and/or when a specific condition is or is no longer met, without any compensation. Upon acceptance and receipt of a loaned asset, a transmittal letter shall accompany the loaned asset, either completed by the donator or State of Ohio. Protocol for taking possession of assets loaned to the State of Ohio or state agency from outside parties, such as individuals or organizations, are the following: The lender or the recipient (state agency or ODRC location) shall prepare a transmittal letter containing the required content of information. The required contents of the transmittal letter for an asset loaned to the state shall include: Name of the Lender (organization or individual lending the asset to the state), Mailing Address, Phone Number; Description of the Asset; Date the State accepted the loaned asset; Name of

Recipient (state agency); Statement indicating that the lender will not hold the state liable for any degeneration of the assets condition, or if the asset is stolen; Contingencies stating the return date of the asset and/or other condition upon which the asset will be returned to Lender. The transmittal letter is signed by the lender and the managing officer/designee. The original signed transmittal letter is given to managing officer/designee, and a copy to the lender. This letter shall be copied to ODRC asset management administrator.

F. TRANSFERRED ASSETS

1. Asset Transfers within ODRC - A transfer of inventoried assets within ODRC does not require prior approval from DAS Asset Management Services. The asset processor/designee shall ensure that an approved Asset Transfer Request (DRC1319) is received before assets are transferred within ODRC.
2. Assets Transfers to Other State Agencies - When a state agency transfers inventoried assets to another state agency, regardless of whether consideration was or was not exchanged between the two agencies, the buying/receiving agency shall record the asset at the same net book value that the selling/donating agency recorded in its records. This is true regardless of whether the transfer involves only governmental funds, proprietary funds, or both. This procedure applies to assets meeting the stewardship reporting criteria, as well as the fixed asset reporting criteria. For the assets to be transferred to another state agency, the asset processor/designee shall complete the DAS State Surplus Miscellaneous Property Turn-In Portal located at: <https://ohio-das.force.com/surplus/s/misc-turn-in> and submit electronically to DAS Asset Management Services.
3. DAS Asset Management Services/State Surplus shall submit the DAS Surplus Miscellaneous Turn-In along with their approval signature to ODRC asset processor/designee.
4. The asset processor/designee shall upload the approved DAS Surplus Miscellaneous Turn-In into OAKS AM for each asset.

III. ASSET RETIREMENTS

- A. In general, an asset inventory record can be retired from OAKS AM and ODRC in-house asset management system, as applicable, when the corresponding asset is no longer being used in service with state operations, no longer needed to conduct state operations, no longer meets a new reporting criteria/cost threshold, and/or is being transferred to another state agency.

- B. To retire assets, the Asset Processor/designee shall complete the DAS State Surplus Miscellaneous Property Turn-In Portal at: <https://ohio-das.force.com/surplus/s/misc-turn-in>.

To retire state vehicles, the asset processor/designee shall complete the DAS State Surplus Vehicle Turn-In Document Portal located at: <https://ohio-das.force.com/surplus/s/vehicle-turn-in>. When an asset does not have the above referenced portal approval through DAS State Surplus, the Incident Report (DRC1000) and or comments shall be uploaded in OAKS AM as justification for the retirement of the asset. Retired assets shall remain in OAKS AM and ODRC in-house asset management system, as applicable, for at least 2 fiscal years from the date the asset was retired.

- C. To Sanitize and Retire DRC IT Assets:

The following steps apply:

1. ODRC IT management/designee shall submit a spreadsheet listing assets that need to be salvaged to the asset processor/designee.
2. The asset processor/designee shall complete the DAS State Surplus Miscellaneous Property Turn-In Portal at: <https://ohio-das.force.com/surplus/s/misc-turn-in>. DAS State Surplus will send an automated email to confirm receipt of information that was placed into the portal.
3. DAS reviews the information submitted through DAS State Surplus Miscellaneous Property Turn-In portal. Once approved, DAS State Surplus will send an email authorization notice along with an unsigned DAS Surplus Miscellaneous Turn-In form as approval to dispose the asset to the asset processor/designee. DAS Surplus Miscellaneous Turn-In form will have a reference a number that identifies the assets authorized by DAS State Surplus Miscellaneous Property Turn-In Portal to be salvaged. The asset processor/designee shall sign the DAS Surplus Miscellaneous Turn-In form and submit a copy to ODRC IT management/designee.
4. ODRC IT management/ designee shall obtain a dispatched purchase order for the third-party supplier. ODRC IT management/ designee shall communicate with third-party supplier who shall sign and date DAS Surplus Miscellaneous Turn-In form at pickup of the assets to be sanitize. ODRC IT Management/designee shall submit a copy of the DAS Surplus Miscellaneous Turn-In form signed by the third-party supplier to the asset processor/designee.
5. The third-party suppliers shall sanitize the IT asset and communicate directly with DAS State Surplus.

6. The asset processor/designee shall upload a copy of the DAS Surplus Miscellaneous Turn-In form signed by the third-party supplier into OAKS AM for each asset.

IV. RECEIVING ASSETS

- A. Any person receiving an asset is required to secure a copy of all Purchase Orders or Payment Card Log (DRC1660) for assets received, as applicable. The Business Office in charge of the ODRC location shall furnish copies of such documents to the asset processor/designee.
- B. Any person receiving an asset for an ODRC location shall, at the time the asset is received, sign and date the packing slip accompanying the asset and/or complete a Receiving Report (DRC1146) and shall forward a copy of the documents directly to the to the asset processor/designee.

INFORMATION TECHNOLOGY (IT) ASSETS

1. For IT assets ordered by OSC and delivered to OSC, the following apply:
 - a. The OSC Business Office shall submit a dispatched OAKS purchase order to the assigned Asset Processor/designee at OSC.
 - b. The employees assigned to the OSC storeroom, and or the assigned OSC IT employee(s) shall open the boxes, count, sign and date the itemized packing slip and/or Receiving Report (DRC1146) identifying each asset received and forward a copy to the OSC asset processor/designee. The storeroom, and or the assigned OSC IT employee(s) shall secure the asset. Secured assets shall receive an asset identification tag within 15 business days.
 - c. If an asset delivered to OSC was purchased for another ODRC location, the asset shall be shipped to the ODRC location immediately. If the asset remains at OSC for a period of time, the OSC asset processor/designee shall assign an asset identification tag within 15 business days and shall follow the Asset Transfer procedures referenced in this policy.
 - d. The asset processor/designee shall utilize the itemized packing slip and/or Receiving Report (DRC1146) to assign asset identification tags with serial numbers and upload the itemized packing slip and/or Receiving Report (DRC1146) into the OAKS AM within 10 business days. Once the asset has been assigned an asset identification tag, the assets shall be delivered to the equipment custodian. Please reference the asset identification tag section in this policy for complete details.

2. For IT assets ordered by OSC and the assets are shipped directly from the supplier to other ODRC locations:
 - a. The OSC Business Office shall submit a dispatched OAKS purchase order to OSC IT Management who shall submit the dispatched OAKS purchase order to the assigned asset processor/designee at the ODRC location that will receive the asset.
 - b. The employees assigned to the storeroom, warehouse, and/or the assigned IT employee(s) shall open the boxes, count, sign and date the itemized packing slip and/or Receiving Report (DRC1146) identifying each asset received and shall secure the assets. The employees assigned to the storeroom, warehouse, and/or the assigned IT employee(s) shall forward a copy of the itemized packing slip and/or Receiving Report (DRC1146) to their assigned asset processor/designee and Business Office. The Business Office shall forward to OSC Accounts Payables at: OSC.Payables@odrc.state.oh.us.
 - c. The asset processor/designee shall utilize the itemized packing slip and/or Receiving Report (DRC1146) to assign asset identification tags with serial numbers and upload the itemized packing slip and/or Receiving Report (DRC1146) into the OAKS AM within 10 business days. Once the asset has been assigned an asset identification tag, the assets shall be delivered to the equipment custodian. Please reference the Asset Identification Tag section in this policy for complete details.

V. USAGE OF STATE-OWNED ASSETS

- A. Each state employee has a responsibility not to remove state owned personal property, both tangible and intangible, from its state facility without agency authorization to do so and not to cause serious physical harm to any state owned property.
- B. The managing officer/designee from any ODRC location shall approve employees to remove assets from any of its state facilities. The managing officer/designee's approval shall be emailed to the assigned asset processor/designee.
- C. The ODRC location shall establish and implement procedures for removing equipment out/in from its state facilities. The ODRC location shall ensure that the following pertinent information is recorded for removing equipment out/in. This information shall be available upon request.
 - A description of the equipment;
 - The asset ID from the inventory label affixed to the equipment;
 - The serial number of the equipment (if available);

- The name of the person removing the equipment from the state facility;
- Destination of the equipment;
- Date equipment is taken from state facility;
- The expected return date;
- Managing officer or designee approval;
- Date the equipment was returned.