

Trial Judge Handbook

# INVENTORY

Section 7

TOPIC	INVENTORY	SECTION	07.10.00
SECTION	GENERAL INFO	ISSUANCE DATE	10/31/2018
SUB-SECTION		REVISION NUMBER	
		REVISION DATE	

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### **Fixed Asset Listing Report**

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A fixed asset listing is maintained for each judge that possesses inventory. The fixed asset listing report details each inventoried item by asset number, serial number, description, person responsible/location, and accounting cost. A fixed asset listing report will be sent to you at the following times:

- At the beginning of your term
- As items are acquired or disposed
- Annually

Review the report for accuracy by accounting for all items and updating the person resp./location. Contact Jennifer Parish with any discrepancies. An executed copy should be sent to Jennifer Parish.

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### **Physical Inventory Review**

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A physical inventory review may be performed by the Supreme Court internal auditor or by the Office of the State Auditor. If you are chosen for a review, you will be notified in advance so that arrangements can be made for their inspection.

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Most items are added to your inventory after the item is purchased via office allowance and will be assigned an asset number beginning with 996. In some instances, an item will be assigned directly by the Supreme Court and will be assigned an asset number beginning with 051.

Due to the Court’s limited equipment budget, computer inventory for your office must be purchased with your office allowance funds; however, before you purchase computer equipment, please contact Lezlin Wallace to see if any older, operable equipment is available from the AOC for your use.

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### **Inventory Thresholds**

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Items reimbursed through office allowance that meet the following thresholds will be added to inventory:

<b>CAMERA</b>	≥	<b>\$ 250.00</b>
<b>COMPUTER</b>	≥	<b>\$ 0.00</b>
desktop, hard drive, laptop, tablet, etc		
<b>COPIER</b>	≥	<b>\$ 250.00</b>
<b>ELECTRONIC EQUIPMENT</b>	≥	<b>\$ 500.00</b>
transcriber, microphones, projector, etc		
<b>ELMO Slate</b>	≥	<b>\$ 0.00</b>
<b>MONITOR</b>	≥	<b>\$ 250.00</b>
<b>OFFICE FURNITURE</b>	≥	<b>\$ 500.00</b>
chair, desk, bookcase, file cabinet, etc.		
<b>PRINTER</b>	≥	<b>\$ 250.00</b>
<b>SCANNER</b>	≥	<b>\$ 250.00</b>
<b>SERVER</b>	≥	<b>\$ 250.00</b>
<b>TELEVISION</b>	≥	<b>\$ 250.00</b>

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### **Reimbursement Requirements**

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When requesting reimbursement for items that will be added to inventory, the following items should be submitted with the office allowance reimbursement request:

- Serial number (required for ALL electronic items)
- Make
- Model
- Picture/photo of item
- Location or person responsible for item

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### **Asset Sticker(s) and Fixed Asset Listing Report**

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Once your office allowance reimbursement request has been processed, asset sticker(s) and an updated fixed asset listing report will be mailed. Upon receipt, the stickers should immediately be placed on the corresponding inventory item in a visible location for easy identification during a physical inventory inspection. Review the fixed asset listing report and return an executed copy to Jennifer Parish.

TOPIC	INVENTORY	SECTION	07.30.00
SECTION	RETURNS/DISPOSALS	ISSUANCE DATE	10/31/2018
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When items on inventory become inoperable/unrepairable, they may be returned or disposed of depending on the type of equipment. The following details the process for returning or disposing of these items.

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## Returns

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**All electronic devices (desktop, laptop, tablet, etc.) must be returned to the AOC.**

- To return items to the AOC, contact Jennifer Parish or Lezlin Wallace first to make arrangements
  - Items to be returned will be verified
  - A convenient date/time will be set
- Travel to return/pick up equipment from the AOC by the judge or law clerk/staff attorney is reimbursable.

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## Disposals

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If you have items other than electronic devices that are deemed broken/unrepairable, a written request detailing the item(s) to be disposed of should be sent to Jennifer Parish and Lezlin Wallace. Once the request is received, written approval to dispose and an updated fixed asset listing report will be provided. **Please dispose of the item(s) upon receipt of written approval** and return an executed copy of the fixed asset listing report to Jennifer Parish.

TOPIC	INVENTORY	SECTION	07.40.00
SECTION	LOST/MISSING ITEMS	ISSUANCE DATE	10/31/2018
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If at any time you are unable to locate an item, notify Jennifer Parish who will provide you with the following documents as required by the Office of the State Auditor:

- Affidavit
- Invoice for 1% of the item acquisition cost

Return the completed affidavit and 1% payment to Jennifer Parish. Upon receipt, the item will be removed from your inventory and an updated fixed asset listing report will be sent. Return an executed copy to Jennifer Parish.