

General Order 211.00

Reviewed: 11/18

211.00 RECEIVING

- Prior to being assigned for use, all new equipment valued at one-thousand (1000) dollars or more, with a use life of at least one (1) year, shall be received and inventoried by the Property/Fiscal Management Unit. If the equipment is received by another member of the department, it needs to be forwarded to the Property Management clerk for proper receiving.
- The Property Management Clerk shall log, issue and mark the item with an identification number, and track all such equipment for inventory purposes. The Property Management Clerk will obtain signatures from the Budget Analyst and proceed with processing payment.

General Order 211.00	<u>RECEIVING</u>	Reviewed: 01/19
Authorized by Mark Jones, Police Chief		
Effective Date: January <u>15</u>, 2019		
<u>Mark Jones</u>	Date:	<u>January 15, 2019</u>
Signature		