

**PROCEDURE FOR POLICY 2.9 – Asset Management – Central Inventory and Disposal**

- 1.00 Procurement Services Buyers shall review all equipment acquisitions and determine what equipment will be inventoried.
  - 1.01 Generally, equipment having the following characteristics shall be included:
    - (a) an expected useful life of more than two years,
    - (b) an original cost of \$20,000 or more, and
    - (c) an identity that does not change with use.
- 2.00 When it has been determined that an item will be inventoried, Procurement Services will:
  - a) assign inventory tag number(s)