

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

Policy Number: AD-FM-05

Applicability: Institutions, CBC, Central Office, IPI

Policy Code: Public Access

Iowa Code Reference: 904.113, 904.312

Chapter 1: Administration & Management

Sub Chapter: Fiscal Management

Related DOC Policies: AD-GA-17

Administrative Code Reference: NA

Subject: Inventory Control

PREA Standards: NA

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Authority:

### **1. PURPOSE**

To describe the system of inventory control that shall be used in all Iowa Department of Corrections (IDOC) facilities.

### **2. POLICY**

It is the policy of the IDOC to maintain in each of its facilities an inventory control system that ensures that waste, excess or short inventories, and improper storage conditions are avoided, thus providing a smooth, cost-effective flow of necessary materials.

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### **3. DEFINITIONS – As used in this document:**

- 1) Donations – Property that can be accepted if it is needed and would not personally benefit an individual employee.
- 2) Electronic System -An electronic system that tracks changes to a stock item. The system shall contain the following information:
  1. Chronological record of number on hand
  2. When and how many received and issued and name of person who made changes
  3. Balance available
  4. Computerized Records – Records that have replaced the bin cards but contain the same information
- 3) Equipment Records Data Base –Data bases listing the location of property that shall be maintained in the Business Office/Administration. Data bases shall contain:
  1. Description
  2. Location
  3. Responsible supervisor
  4. Purchase date
  5. Acquisition price
- 4) Generally Accepted Accounting Principles (GAAP) Report - Gives the current status of all the institutions/CBC accounting activities and becomes part of the state's comprehensive annual financial report.
- 5) Inventory Reports – Written reports shall include the following:
  1. Signature of persons conducting inventory
  2. Listing of items missing
  3. Listing of any item not properly recorded

4. Any deviation from department or institutional/CBC policy regarding inventory control
5. Recommendations for disposition of discrepancies noted
- 6) Major Equipment – Equipment securely and permanently fastened to a building or equipment with an initial cost of \$5,000.00 or more.
- 7) Minor Equipment – Equipment and furnishings having an initial cost over \$2,000.00 but less than \$5,000.00.
- 8) Surplus Property – Property that is declared to be surplus or unserviceable.
- 9) See IDOC Policy **AD-GA-16** for additional Definitions.

## **4. PROCEDURES**

Written inventories are submitted annually for the GAAP report, as follows:

### **A. Inventories**

1. All property shall be divided into appropriate categories by responsible department heads and designees from the Business Office/Administration.
2. Warehouse stock is inventoried on the last day of each calendar month by an acceptable accounting/inventory method. Examples of warehouse stock would include, but not be limited to:
  - a. Food supplies
  - b. Stationery
  - c. Cleaning supplies
  - d. Clothing
  - e. Plumbing supplies
  - f. Carpentry supplies
  - g. Tools
3. The regular use of data bases shall simplify the inventory process.

4. State law requires an inventory of certain items above a predefined value or with a long useful life. Inventory controls on smaller cost items should also be practiced based on the risk of loss.
5. Equipment logs shall be utilized in the inventory process.
6. Major fixed equipment and property shall be inventoried at least annually with records of this property being maintained in the Business Office/Administration. Examples of major fixed equipment and property would include, but not be limited to:
  - a. Air conditioner compressors
  - b. Boilers
  - c. Lathes
  - d. Dining room serving tables
  - e. Buildings
  - f. Plant facilities
  - g. Land
7. Records and descriptions of this property shall be maintained in the Office of the Associate Warden/Administration or Assistant Director/Designated Administration.

## **B. Reports**

1. A written report of each inventory shall be completed and forwarded to the Associate Warden/Administration and Warden in institutions and the Assistant Director/Designated Administration and District Director in CBCs for review and corrective action, if required.
2. All missing major property items shall be reported by the Warden/District Director to the respective Deputy Director.

## **C. Donations**

1. Any donations that are accepted will require an itemized receipt be prepared and an inventory record initiated as with any other item of institutional property.

2. **Iowa Code Section 904.113** allows the IDOC to accept donations (gifts) of real or personal property from any source. The giver of the gift is required to make a statement in writing of the gift giving to be filed in the Business Office for later reference.
3. See **AD-GA-17**, *Acceptance of Gifts by Executive Branch Departments*, for additional information on acceptance of gifts.

#### **D. Surplus Property**

1. Surplus property is subject to procedures of the Department of Administrative Services/General Services Enterprise (DAS/GSE).
2. When an item is considered surplus, a property report and itemized record of disposition shall be prepared.
3. No weapons, weapon components or ammunition may be disposed of to civilians, but may be donated to another law enforcement department, destroyed or used as a trade in to purchase new weapons from an authorized dealer.