



City of Arts & Innovation

City of Riverside Administrative Manual

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Policy Owner(s): Finance Department

Approved:

Michael D. Moore
Michael D. Moore (Dec 29, 2022 17:07 PST)

Department

City Manager

SUBJECT:

Equipment Replacement

PURPOSE:

To establish a procedure for the replacement of equipment used by City Departments.

SOURCE OF AUTHORITY: Purchasing Resolution Article Twelve

POLICY:

As various equipment items (assets) wear out and/or become obsolete, they may be replaced with new assets. Items that have been replaced are to be removed from active service and shall be properly disposed of by the Purchasing Manager. Under no circumstances are such assets to be continued in active service by any City department without the express written permission of the City Manager.

PROCEDURE:

Responsibility	Action
Originating Department	<ol style="list-style-type: none"> 1. Obtains authorization to purchase replacement equipment through: <ol style="list-style-type: none"> a. The Budget Process, or ... b. Council Approval, or ... c. City Manager Approval. 2. Prepares and submits to Purchasing a Purchase Requisition as per established Purchasing procedures. Inserts the asset number of the item being replaced on the Purchase Requisition. 3. Vehicles: In addition to the process outlined in the Receiving and Payment Policy (07.011.00), the ordering department will request purchase of the replacement vehicle from Fleet Management in compliance with the Vehicle Fleet Acquisition Policy (07.009.00).

PROCEDURE:

Responsibility	Action
	<p>4. If the ordering department determines a need to retain the item being replaced, it <u>must</u> receive <u>written</u> permission of the City Manager prior to its re-release to active service (retention of motor vehicles and motorized equipment also requires prior concurrence from the General Services Director).</p> <p>5. Forwards the item replaced to the proper custodian for final disposition of the equipment.</p> <ul style="list-style-type: none">a. Automotive Equipment: Fleet Management Superintendentb. All Other Equipment: Purchasing Manager c/o Central Stores.c. Electronic Equipment: Innovation and Technology Department
Purchasing	<p>6. Disposes of the replaced equipment as provided for in the Purchasing Procedures.</p> <p>7. Provides Finance with a listing of auction proceeds (vehicles/equipment sold or returned to the Corporation Yard) for inventory updating/tracking.</p> <p>8. Upon receipt of purchase requisition from originating department, follow established purchasing procedures to purchase replacement equipment.</p> <p>9. Coordinates with Fleet Management on disposition of replaced vehicle(s).</p>
General Services	<p>10. Receives vehicle(s) per Receiving and Payment for Supplies policy, (07.011.00).</p>
Finance	<p>11. Uses the Auction Proceeds Listing to dispose of assets in financial system and adjusts asset inventory as required (Attachment 1) using the asset number of the item being replaced on Purchase Order.</p>

Attachments:

1. Asset Activity Report Form No. 1232-01R6

CITY OF RIVERSIDE
 ASSET ACTIVITY REPORT
 FINANCE DEPARTMENT

FIXED AND MOVABLE ASSETS

Form No. 1232-01R6

Add Change Dispose Support must be provided

SHADED AREAS ARE OPTIONAL INFORMATION

Property Tag _____ Vehicle Asset

Asset Name _____

Description _____

Class _____ Vin or Serial No. _____ Location _____

Responsible ID _____ From _____ To _____

Acquisition: PO No. _____ Acquisition Cost _____ Book Value _____

Vehicle License No. _____ Year _____ Manuf. _____

Vehicle Model _____ Motor No _____

Acquisition Code _____ Disposition Code _____ Acq/Disp. Date _____

- ACQUISITION CODES**
 AF - Asset Forfeiture
 CO - Construction Order
 DO - Donated
 P - Purchased
 TX - Department Transfer

- DISPOSITION CODES (Supporting Documentation Required)**
 DI - Destroyed Involuntarily
 DO - Donated
 DU - Duplicate (FOR FINANCE USE ONLY)
 DV - Destroyed Voluntarily
 HP - Held for Spare Parts
 LO - Lost
 RE - Returned to Vendor
 SC - Scrapped (FOR SURPLUS DEPARTMENT USE ONLY)
 SO - Sold
 ST - Stolen
 SP - Surplus
 TD - Traded
 TX - Department Transfer
 XP - Expensed (FOR FINANCE USE ONLY)

Authorized Signature

Prepared By Signature _____ Date _____ Department Approval Signature _____ Date _____

Finance Approval Signature _____ Date _____

For Transfers Only

Disposing Department _____ Date _____ Acquiring Department _____ Date _____

Distribution:

- Copy Number 1 - Fixed Assets Section, Finance
- Copy Number 2 - Transfer to Department
- Copy Number 3 - Transfer from Department