



City of Riverside Administrative Manual

Effective Date: 07/2009
Review Date: 07/2012
Prepared by: City Mgr/Finance

Approved:



Department
City Manager

SUBJECT:

Equipment Replacement

PURPOSE:

To provide a procedure for replacing equipment.

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 Services 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
Ordering 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 provided for in the Purchasing Procedures. Inserts the asset number of the item being replaced on the Purchase Requisition. 3. In addition to the process outlined in the Receiving and Payment Procedure, the ordering department will request purchase of the replacement vehicle from Fleet Management. <p>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>

Purchasing Services
Manager/Fleet
Management
Superintendent

4. Forwards the item replaced to the proper custodian for final disposition of the equipment.
 - a. Automotive Equipment - Fleet Management Superintendent
 - b. All Other Equipment - Purchasing Services Manager c/o Central Stores.
5. Disposes of the replaced equipment as provided for in the Purchasing Procedures.

If the replaced equipment is requested for continued use by a City department, expressed written permission of the City Manager must be obtained prior to its re-release to active service.

Finance

6. Provides Finance with a listing of auction proceeds – vehicles/equipment sold or returned to the Corporation Yard for inventory updating/tracking.
7. Uses the Auction Proceeds Listing to dispose of assets in IFAS and adjusts asset inventory as required (Form 1232-01R6) against the asset number of the item being replaced on Purchase Order.

Attachments:

1. Form No. 1232-01R6

EQUIPMENT REPLACEMENT

ITEM# 3 Eliminate.

ITEM#4 Change the first paragraph to: In addition to the process outlined in the Receiving and Payment Procedure, ordering Department will request purchase of the replacement vehicle from Fleet Management.

Change second paragraph to: If the ordering department determines a need to retain the item being replaced, it must receive the written permission of the City Manager **prior to its re-release to active service.**

(Retention of motor vehicles and motorized equipment also require prior concurrence from the General Services Director)

ITEM# 5 Change the first sentence only: Forward the item replaced to the proper custodian for final disposition of the equipment.

Item# 7 (Purchasing) - Change to: Provides Finance with a listing of Auction Proceeds – vehicles/equipments sold or returned to the Corporation Yard, for inventory updating/tracking.

Item# 8: Eliminate

Item# 9: (Finance) – Uses the Auction Proceeds Listing to dispose of assets in IFAS and adjusts asset inventory as required.

Item# 10: Eliminate

Item# 11: Eliminate