



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

The purpose of this policy is to address proper procedure for recording both fixed assets and general inventory.

All personnel shall be familiar with this policy.

## POLICY

It is important that an accurate inventory of all Department fixed assets and general inventory be maintained. This is to ensure audit compliance and to keep data that reflects important information of inventoried items.

**Fixed Assets.** Items that are of a value of \$2,500 dollars or more.

These items are affixed a (Red) Property of City of Russellville Fixed Asset Inventory five digit label. In addition to the label, the five digit code will be marked by a secondary means (engraver, permanent marker). This five digit number along with other pertinent information; (Item description, Class code, Cost, Date of purchase, Manufacturer, Vendor, Serial #, Model#, Location, useful life) shall be recorded both in records management software (RMS) and the city financial director's office.

**General Inventory.** Non-expendable items (useful life greater then one year) and having a cost of between \$100 and \$2,499 dollars.

These items will be marked by engraver and/or permanent marker with the letters RFD. The same criteria as above shall be recorded in records management software. In some instances, for example fire hose a different marking system would apply (RFD, year, #). EXAMPLE: RFD- 08- 2

The Department administrative assistant shall be responsible for the data entry and record management of fixed assets and general inventory.

Approved

Fire Chief

1 of 1