POLICY AND PROCEDURE	
SUBJECT/TITLE:	Inventory Policy
APPLICABILITY:	All Staff
POSITION & DIVISION:	Fiscal Manager, Administration
DATE ADOPTED:	06/07/2017
LATEST EFFECTIVE DATE:	03/16/2026
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-038-P

A. PURPOSE

The intent of this document is to detail the standard policies required for recording new fixed assets, moving of fixed assets and disposing of fixed assets.

B. POLICY

Canton City Public Health (CCPH) will inventory all fixed assets (vehicles, furniture, fixtures, etc.). The inventory database will contain sufficient information for insurance and grant requirements. A bi-annual inventory verification will be taken to verify the existence of inventory listed in the database.

C. BACKGROUND

All equipment and other fixed assets with a purchase cost of **$1,000.00 or more** will be recorded as an asset (per item). This threshold does not apply to consumables. For example, medical vaccines may have a cost of $1,000.00 for a single vaccine; however, since it is a consumable, it will not be inventoried as part of this policy. If there is ever a question of whether an item is consumable or not, please contact the Fiscal Manager.

Depreciation is calculated and maintained at the City level. For purposes of grant reporting, the Board of Health does not track or report depreciation. The CCPH inventory records are maintained separately from the City of Canton and fully rely on the internal system tracking for reporting. Therefore, depreciation methods are not applicable to the Board of Health.

D. GLOSSARY OF TERMS

Capitalized: Recorded as a capital asset on the financial statements rather than expensed in the year incurred, because the expenditure increases the asset's value, extends its useful life, or enhances its functionality.

Depreciation: A reduction in the value of an asset with the passage of time, due in particular to wear and tear, decay and decline in price.

Fixed Asset or Asset: Also referred to as PPE (property, plant and equipment), these are purchased for continued and long-term use in earning profit in a business. This group includes as an asset land, buildings, machinery, furniture, tools and IT equipment.

Inventory: For the purposes of this policy, inventory will refer to all fixed assets valued over $1,000.00 and has a life greater than one year.

Inventory verification: Visual confirmation that the inventory item physically exists within the control of CCPH.

ODH Grants Administration Policies and Procedures (OGAPP) Manual - The ODH Grants Administration Policies and Procedures (OGAPP) Manual explains and governs the administration of grant funds, including inventory and disposal of grant purchased items.

E. PROCEDURES

The Vital Statistics (VS) Administrative Supervisor maintains a database of all inventory owned by CCPH and all vehicles utilized by CCPH but owned by the City of Canton. Currently, CCPH uses HDIS (Health District Information System) as its inventory database system.

1. TAGGING AND IDENTIFYING INVENTORIABLE ASSETS
   a) Purpose of Tagging
   The purpose of tagging inventory is to identify inventoriable assets which belong to CCPH.
   b) Assets Required to Be Tagged
      i) All furniture, equipment and vehicles with a replacement value above $1,000.00 must be tagged and recorded in the CCPH inventory system, including, but not limited to:
         a. Furniture;
         b. Vehicles
         c. Computers and laptops;
         d. Audio visual equipment; and
         e. Other equipment above $1,000.00 such as office machines, etc.
      ii) Assets with an initial purchase cost less than $1,000.00 may be tagged and entered into the CCPH inventory system on a case-by-case basis. The division leader responsible for the asset will collaborate with the Fiscal Manager to determine whether tagging the asset is appropriate. Consideration shall be given to factors such as portability, risk of loss, and ease of removal from CCPH locations.
         a. Example: a camera purchased at a cost of $400.00 (under the $1,000.00 threshold) may warrant inclusion on the inventory system due to its portability and higher risk of being removed from the CCPH offices without being returned.
   c) In certain cases, a repair or improvement may need to be capitalized. When determining whether a repair or improvement should be capitalized, the following factor must be considered: Does the expenditure extend the useful life of the asset being repaired or improved?
         a. Example: painting would not be capitalized, but replacing a boiler or repairing a roof would be capitalized if the dollar value exceeds $1,000.00.
2. ADDITION OF AN ASSET
   a) **Division Leader or Designee Responsibilities**
      i) Determines whether the new asset requires an inventory tag.
         a. Any item purchased at a cost exceeding $1,000.00 and with a useful life greater than one year shall be tagged.
         b. Any item that meets the conditions outlined in paragraph E.1.b.ii. shall also be tagged.

ii) Completes the "Asset Addition" section of 800-038-01-F_Inventory Form when adding the item to inventory.
    a. Each field in the "Asset Addition" section must be completed (with the exception of the "Tag number" and the "City Tag number").
iii) Prints, signs, and dates the completed form. If the preparer is not the division leader, the completed form will then be forwarded to the division leader for signature and approval.
iv) Forwards the completed Inventory Form along with the invoice to the Fiscal Manager.
v) Once the division leader or designee receives the asset tag(s) back from the VS Administrative Supervisor, the tag(s) must be affixed promptly to the item. It is the responsibility of the division leader to ensure that all tags are properly placed on the items as soon as they are received. Failure to do this will cause inaccuracies in the CCPH inventory.
    a. **For Vehicles**: the inventory tag shall be placed in the glove box by sticking to the inside of the glove box.
    b. **For non-Vehicles**: the tag shall be placed in a safe place on the asset where it will not be damaged or at risk of falling off.

b) **Fiscal Managers Responsibilities**
  i) Approves the asset addition, signifying the information supplied on the form is correct.
  ii) If applicable, completes 800-038-02-F_City of Canton Asset Addition Form and submits to the City Auditor's office along with a copy of the invoice for all assets over $1,000.00. A copy of the City's Asset Addition form will be included with CCPH's Inventory Form.
  iii) Signs and dates the "Fiscal Manager" line of 800-038-01-F_Inventory Form and forwards to the VS Administrative Supervisor for entry into the inventory system.

c) **VS Administrative Supervisor Responsibilities**
  i) Utilizes the information on the "Asset Addition" section of the completed Inventory Form for entry into the inventory system. Currently, CCPH uses HDIS (Health District Information System) as its inventory database system.
  ii) Issues inventory tags. All assets and vehicles will have a tag affixed with a unique identifying number. Inventory tag numbers shall be issued sequentially, using the next available number.
    a. If the asset is Ohio Department of Health (ODH) grant related, two tags will be issued:
      i. **The first tag** will be affixed with the unique CCPH identifying number as indicated above.
      ii. **The second tag** will state "Purchased with ODH Grant," and the division leader will enter the grant name and grant fund in accordance with ODH OGAPP (Ohio Department of Health Grants Administration Policies and Procedures).
  iii) Marks on the form the date the item was entered into the inventory system and adds initials.
  iv) Makes a copy of the completed Inventory Form, attaches the inventory tag(s) to the copy, and either places the form in the proper division's mailbox or hand delivers it to the division leader. The division leader will follow the procedures outlined in E.2.a.vi for affixing the inventory tag.

v) Places the original form in the inventory folder housed in Administration.

3. INTERDIVISION MOVING OF AN ASSET

a) **Division Leader or Designee Responsibilities - Transferring Division**

i) Notifies the VS Administrative Supervisor when an inventory item is going to be moved to another location and/or division and requests the original Inventory Form for that item.

a. For assets with tag number 0001 to 0771, the VS Administrative Supervisor may need to create the Inventory Form, should one not already exist, as Inventory Forms were not initially generated for inventory items with tag numbers before 0772.

b. For assets with tag numbers 0772 or higher, an Inventory Form will already exist.

ii) After obtaining the Inventory Form for that item from the VS Administrative Supervisor, completes all fields in the "Moving of Asset" section of the form.

iii) Signs and dates the "Transferring Supervisor Signature" line in the "Moving of Asset" section for approval.

iv) Forwards the completed Inventory Form to the division leader or designee of the division receiving the transferred item. The receiving division leader or designee will also sign and forward to the Fiscal Manager.

v) In the event an inventory item is moved multiple times, the transferring division leader or designee will:

a. Print a blank 800-038-01-F_Inventory Form.

b. Complete the "Tag #" and the "Item" fields in the "Asset Addition" section of the Inventory Form. (No other field in the "Asset Addition" section will need to be completed since an Inventory Form will already be in place for this item).

c. Follow the procedures outlined in Sections E.3.a.ii to iii above.

b) **Division Leader or Designee – Receiving Division**

i) Signs the "Receiving Supervisor Signature" line in the "Moving of Asset" section of the Inventory Form.

ii) Forwards to the Fiscal Manager for approval.

c) **Fiscal Manager Responsibilities**

i) Approves the interdivisional transfer of the asset.

ii) If applicable, completes the 800-038-03-F_City of Canton Asset Transfer Form and submits to the City Auditor's office. A copy of the City's Asset Transfer form will be attached to CCPH's Inventory Form.

iii) Signs and dates the form and forwards to the VS Administrative Supervisor for entry into the inventory system.

d) **VS Administrative Supervisor Responsibilities**

i) Utilizes the information on the "Moving of Asset" section of the Inventory Form for entry into the inventory system.

ii) Marks on the Inventory Form the date the item was entered in the inventory system and adds initials.

iii) Notifies the transferring division leader via email that the asset may be moved. The asset shall not be moved until the division leader is notified by the VS Administrative Supervisor. The division leader is responsible for making arrangements to move the inventory item.

4. ASSET DISPOSAL

a) **Division Leader or Designee Responsibilities**

i) Completes the "Asset Disposal" section of the Inventory Form when disposing of an inventory item.

a. Before disposing of an asset with a tag number 0001 to 0771, the VS Administrative Supervisor may need to create the Inventory Form, as Inventory Forms were not initially generated for inventory items with tag numbers prior to 0772.

b. For assets with a tag number of 0772 or higher, an Inventory Form will already exist.

ii) Informs the VS Administrative Supervisor when an inventory item is ready to be disposed of.

iii) Acquires the Inventory Form for that item from the VS Administrative Supervisor and completes the following fields in the "Asset Disposal" section of the form:

a. "Disposal Value" (an estimate);

b. "Reason for the Disposal" (i.e. broken, lost, obsolete, replaced, use for parts, trade, etc.); and

c. Any notes on the asset.

d. The "Date of Disposal" field will be left blank for the VS Administrative Supervisor to complete. (The date of disposal will always be the date the VS Administrative Supervisor enters the disposition into the inventory system).

iv) Signs and dates the "Asset Disposal" section for approval.

a. If the preparer is not the division leader, the form will be forwarded to the division leader for signature.

v) Forwards the completed Inventory Form to the Fiscal Manager.

b) **Fiscal Manager Responsibilities**

i) Reviews the "Asset Disposal" section and approves the disposal.

ii) If applicable, completes the 800-038-04-F_City of Canton Asset Disposal Form and submits to the City Auditor's office. A copy of the City's Asset Disposal form will then be attached with CCPH's internal Inventory Form.

iii) Signs and dates the Inventory Form and forwards to the VS Administrative Supervisor for entry into the inventory system.

c) **VS Administrative Supervisor Responsibilities**

i) Utilizes the information on the "Asset Disposal" section of the Inventory Form for entry into the inventory system.

ii) Records the date the item was entered in the inventory system on the Inventory Form and initials the entry.

iii) Notifies the division leader via email that the asset may be disposed of. The asset cannot be disposed until the division leader is notified by the VS Administrative Supervisor.

e) **Division Leader Additional Responsibilities**

i) Determines if the item should go to City auction. In general, an item may go to auction if the following criteria is met:

a. The item is still in good working condition.

b. The item still has market value. Items with estimated current value exceeding $1,000 will be strongly considered for auction.

c. If there is uncertainty regarding whether an item should be sent to auction, the division leader will consult the City's Purchasing Department.

ii) If the item has little to no remaining value, coordinates with the Director of Environmental Health to determine if the item should be recycled.

iii) If the item cannot be sent to auction or recycled, the division leader shall make the necessary arrangements for the inventory item to be disposed.

5. ODH PURCHASED INVENTORY ITEMS

a) For inventory items purchased using ODH funds, applicable ODH grant guidelines shall be followed when moving or disposing of an inventory item. The ODH Grants Administration Policies and Procedures (OGAPP) Manual outlines proper disposal instructions.

b) For inventory items purchased using non-ODH grant funding, the applicable grant guidelines for that particular grant shall be followed when moving or disposing of an inventory item.

6. INVENTORY VERIFICATION

a) Inventory verification will be conducted every two years. The VS Administrative Supervisor is responsible to keep track of when the inventory verification is due.

b) To facilitate an inventory verification, the VS Administrative Supervisor will print out an active inventory list for each division and provide to the respective division leader. A due date for completion of the inventory verification will be provided.

c) Division leaders or their designee shall physically verify all inventory items and ensure the inventory records are accurate and complete. If there are any inaccurate data or missing items, the division leader shall provide the information to the VS Administrative Supervisor.

F. CITATIONS AND REFERENCES

n/a

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Christi Allen, Fiscal Manager
2. Sean Green, VS Administrative Supervisor

H. APPENDICIES AND ATTACHMENTS
N/AI. REFERENCE FORMS

800-038-01-F_Inventory Form
800-038-02-F_ City of Canton Asset Addition Form
800-038-03-F_City of Canton Asset Transfer Form
800-038-04-F_City of Canton Asset Disposal Form

J. REVISION AND REVIEW HISTORY

Revision #	Date	By	Notes
	1/27/2026	Sean Green	Updated policy.

K. APPROVAL

This document has been approved in accordance with the "800-001-P Policy Development" procedure as of the effective date listed above.