

Appendix R: Tangible Personal Property Control Policy

**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 08.02.01.00

SUBJECT: TANGIBLE PERSONAL PROPERTY CONTROL POLICY

EFFECTIVE DATE: October 1, 1995

SUPERSEDES: POLICY OF October 1, 1986

Purpose:

The purpose of this policy is to provide for improvements in the accountability, safeguarding, and proper use of County-owned vehicles, tools, equipment, furniture, and other tangible personal property, as specified in Chapter 274, Florida Statutes.

Policy:

All tangible personal property with the exception of that identified as "Sensitive Property" purchased with County funds or obtained by acquisition, with a cost equal to or greater than the statutory minimum, with a normal life expectancy of one (1) year or more (Recorded Property), shall be identified and accounted for in accordance with Chapter 274, Florida Statutes.

All tangible personal property with the exception of that identified as "Sensitive Property" purchased with County funds or obtained by acquisition and costing less than the statutory minimum, with a normal life expectancy of one (1) year or more (Unrecorded Property), shall be identified and accounted for in accordance with instructions provided within any Administrative Directive issued by the County Administrator on that subject.

Responsibility:

This policy shall apply to all agencies whose property inventory is controlled under Chapter 274, Florida Statutes, through the property control system maintained by the Clerk of Circuit Court. All such organizations shall be responsible to implement the procedures periodically issued for control of tangible personal property. Also, all organizations and agencies are required to maintain accurate records for accountability
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of all tangible property owned or assigned to their care. The Clerk of the Circuit Court shall maintain the official records of the County in accordance with state law.

Approved By: Board of County Commissioners
Approval Date: September 20, 1995