

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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NON-CAPITALIZED ASSET MANAGEMENT	H-26	1 of 1

Policy:

This policy provides guidance for the accountability of county property classified as non-capitalized assets.

Definitions:

Capital assets: fixed and intangible assets of significant value as established by the Auditor-Controller, having utility which extends beyond the current year and broadly classified as land, infrastructure, buildings and improvements, equipment, livestock and intangible assets.

Non-capitalized assets: similar to capital assets except that they have an acquisition cost of less than \$5,000. Non-capitalized assets which are small, mobile, easily converted for personal use, and have a fair market value of at least \$200 are classified as “walk-away assets.” Examples include, but are not limited to laptop computers, personal digital assistants (PDA), global positioning system (GPS) receivers, and cellular telephones.

Procedure:

Each department shall ensure compliance with this policy by tracking walk-away assets using the county’s Asset Management Module. At a minimum, departments will track all laptop computers, cellular phones, PDAs, and GPS receivers. Departments may use another established system to ensure the accountability of non-fixed assets if the department’s system has been reviewed and approved by the Auditor-Controller. No other system exemption applies.

Reference:

- Minute Order 3.10 of 09/12/06
- Minute Order 3.4 of 12/18/07