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Asset Management			
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Asset Management

All Oklahoma Department of Corrections (ODOC) facilities/units/regions will maintain an inventory of all tangible assets owned by the agency as outlined in this procedure. All employees have an active role in the maintenance of the agency inventory.

Asset Panda (AP) will serve as the agency's inventory management system.

This procedure establishes the requirements and processes for the appropriate inventory of assets mandated by statute and other assets the agency has deemed necessary for control purposes.

I. Definitions

A. Inventory Control Officer (ICO)

1. Facility/Unit

Each facility/unit will designate an inventory control officer (ICO) who will be responsible for managing asset inventory records and coordinating with the respective asset manager to ensure all assets that meet the threshold are tagged with barcodes. Any space within a facility that does not apply to a specific department, the ICO will be responsible for the assets in that space as outlined in "Inventory Control Officer (ICO) and Inventory Control Agent (ICA) Duties and Responsibilities" ([DOC 120801D](#)).

ICOs are responsible for ensuring assets are updated in the inventory system following any and all asset movement within a facility/unit and ensuring inventory control agents (ICA) complete quarterly audits as assigned.

2. Probation and Parole Services

At least one ICO for Probation and Parole Services will be designated, who will be responsible for managing asset inventory records and ensuring all assets that meet the threshold are entered in the inventory system, appropriately documented in the system, and tagged with barcodes within all P&P office locations.

The ICO is responsible for ensuring assets are updated in the inventory system following any and all asset movement within the regions and ensuring ICAs and/or team supervisors complete quarterly audits as assigned.

- B. Inventory Control Agent (ICA)

ICAs will be responsible for their assigned area's inventory records.

1. Facility/Unit

Each facility/unit will also designate inventory control agents (ICA) to assist the ICO. It is recommended ICAs be department heads within the facilities as outlined in "Inventory Control Officer (ICO) and Inventory Control Agent (ICA) Duties and Responsibilities" ([DOC 120801D](#)).

2. Probation and Parole

Each office will have at least one ICA responsible for assets for each physical location.

- C. Assets

Any resource or tangible asset owned or controlled by the agency, any

asset considered high risk, and/or any assets deemed necessary to track for other management purposes.

1. Inventoriable Assets

Assets that meet or exceed \$500.00 at time of purchase must be accounted for in the asset management system (Oklahoma Administrative Code (OAC 260:110-1-3) as specified by OMES Capital Assets Management (CAM), and any item of a sensitive nature as determined by the agency or facility/unit and outlined, regardless of cost.

- a. Machinery, implements, tools, furniture, vehicles, and other apparatus with a purchase cost of \$500.00 or above ((Oklahoma Administrative Code (OAC 260:110-1-3) as specified by OMES Capital Assets Management (CAM)).
- b. Leased and/or owned:
 - (1) Peripheral IT equipment (leased copiers, Pitney Bowes machines regardless of value, and owned copiers, DVRs, security monitors, scanners, projectors that meet the \$500.00 threshold, etc.);
 - (2) VOIP telephones;
 - (3) Computers;
 - (4) Computer monitors;
 - (5) Flat panel/screen televisions that meet the \$500.00 threshold;
 - (6) All cellular devices, iPads, hotspots; and
 - (7) Physical Security network equipment that meet the \$500 threshold.
- c. Weapons, scopes, binoculars, bulletproof vests, radios issued by the Physical Security unit, and security cameras, regardless of purchase price and in accordance with [OP-040106](#) entitled "Purchase, Use and Control of Firearms and Security Equipment."
- d. Any equipment regardless of value that is maintained in the home of any employee will be assigned an asset number and barcode.
 - (1) Assets assigned for use at the residence of the employee must be tagged and entered in the asset

management system prior to deployment of the equipment.

(2) Assets at residences must be assigned as follows in the inventory system:

- a. All assets at residences will be assigned to the employee with the respective unit and assigned to the telework building and room in the inventory system.
- e. All grant purchased or other leased items.
- f. Donated assets that meet or exceed an original purchase cost of \$500.00.

2. Non-inventoriable Assets

- a. Fixed building equipment that becomes part of the building or infrastructure once installed (e.g., central heat and air unit, hot water tank, boiler, plumbing fixtures, sinks, etc.);
- b. Any item that is a component or replacement part of another piece of equipment, such as a vehicle motor or air conditioner compressor;
- c. Livestock - Agri-Services will maintain an independent inventory of livestock outside of the inventory System;
- d. Assets that are provided to the agency as part of a service, but the agency does not pay a fee for utilization of the asset (e.g., Securus, Keefer equipment, etc.); and

An independent inventory of application systems and licenses will be maintained by Technology Operations.

D. Asset Barcodes

All inventoriable property, with the exception of identified “untaggable” items, will be labeled or marked with an Asset ID that identifies the property.

- 1. Each Asset ID is unique to a particular piece of equipment/item. Asset IDs cannot be recycled or reassigned to another piece of equipment/item when the original is sold, disposed of, sent to surplus, or returned to vendor, unless deemed necessary by the Asset Management unit.
- 2. Once an asset is successfully entered into the inventory system, the corresponding barcode will be applied to the asset.

- a. Barcodes will be placed where they can easily be seen and scanned, but where they will not interfere with the use of the asset or where the label will receive excessive wear. Labels will be consistently located on like assets.
3. When a barcode label becomes damaged or lost, a replacement barcode will be assigned by the Inventory Control Officer (ICO), who will edit the Asset ID in the inventory management system and assign a new barcode number.

E. Untaggable Asset

Some items are “untaggable” due to size, maintenance, or other considerations, such as potential wear and tear, and/or tampering. This may include, but is not limited to, some physical security equipment, firearms, or other items.

1. Initial Inventory

The asset will be assigned a barcode identification number and entered in the inventory system. The printed asset record with a barcode affixed will be maintained for each untaggable asset by the ICO in the asset binder provided by the Asset Management unit.

- a. Leased washers and dryers on housing units are tracked by the quantity per the contract at the facility and are not tagged.
- b. Security cameras are tracked by the quantity of cameras at each location.

F. Unaccounted For/Missing Assets

Unaccounted for assets are assets that cannot be located by a facility/unit or assets that are not returned during the offboarding process.

1. Missing IT and Non-IT Assets

For non-leased assets, after a two year period, the asset may be reviewed and removed from the active inventory and archived through the surplus process.

All missing assets will be reported to the Chief Financial Officer and the respective executive staff member for the reporting unit/facility.

Should any asset(s) be located at a later time, the respective ICO and asset manager must be notified in order for the asset status to be updated accordingly and supporting documentation attached to the asset record.

II. Centralized Asset Management

The following areas will be responsible for assigning barcodes to assets, entering assets in the inventory system prior to assignment to an individual or unit/facility, and transferring assets.

A. Fleet Management Unit

Fleet managers and/or specialists will be ICOs and/or ICAs as determined by the Administrator of Fleet Management and will be responsible for entering all agency vehicles in the inventory system.

1. Initial Inventory

All vehicles will be tagged and entered in inventory by the Fleet Management unit prior to assignment and distribution to the facilities/units. Vehicles will have barcodes placed on the driver side door jam.

2. Transfers

Vehicles will not be transferred to other employees and/or locations within the agency without approval from the Fleet Management unit. Fleet management is responsible for the approval of all fleet transfers and ensuring the asset records are updated in the inventory system.

3. Surplus

Fleet management is responsible for the initiation of the surplus process for these assets and updating the inventory system. Upon completion of the surplus action, Fleet Management must provide notification to the assigned asset manager for the asset to be removed from active inventory.

B. Cellular Devices

1. Initial Inventory

The Asset Management unit will be responsible for entering all agency cellular devices in the inventory system prior to assignment and distribution to employees.

2. Transfers

Cellular devices will not be transferred to other employees and/or locations within the agency without approval and coordination with the Asset Management unit. The Asset Management unit will be

responsible for transferring these assets and ensuring these records are updated in the inventory system.

3. Surplus

The Asset Management unit is responsible for the surplus process for these assets and removal from active inventory.

C. Information Technology

1. Physical Security

Assets ordered and maintained by the Physical Security unit will be assigned to the Physical Security unit and updated to the respective location but is the inventory and responsibility of the Physical Security unit.

a. Initial inventory

Assets ordered and/or deployed by the Physical Security unit will be tagged and entered in the inventory system prior to distribution to the facilities/units, unless deemed "untaggable." Physical Security consultants will update assets deployed, replaced, and/or installed by the Physical Security unit in the inventory system at the time the action occurs.

b. Transfers/Replacements

Assets moved/transferred/replaced by Physical Security consultants will be updated in the inventory system at the time of completion and prior to the consultants leaving the facility/unit.

c. Surplus

Physical Security consultants will notify the facility/unit ICO of assets that need to be sent to surplus. Surplus assets will not be left throughout the facility.

d. Return to Vendor

(1) Leased Equipment

Physical Security will ensure a process is in place to track lease terms and ensure leased Physical security equipment is returned to the vendor. Physical Security will update the asset record to indicate the asset was returned to the vendor. Notification will be provided to the Asset Management unit in order for the assets to

be removed from active inventory and archived.

2. Technology Operations

a. Initial Inventory

Bulk IT purchases will be tagged and entered in the inventory system by the Asset Management unit prior to assignment and distribution to the facilities/units.

If any IT assets are inventoried by IT personnel, notification will be provided to the Asset Management unit with the Asset ID.

b. Transfers

OMES technicians are responsible for updating the asset records at the time the assets are deployed and/or transferred. IT will maintain an internal tracking system for deployed devices to ensure assets are updated accordingly.

IT will provide notice to Asset Management when OMES technicians are assigned to the agency and training is needed.

c. Surplus

The facility/unit is responsible for initiation of the surplus process for non-leased IT equipment.

The surplus process for IT equipment will be completed by the respective facility. The OMES technicians will complete the following:

- (1) Notify the ICO when equipment is replaced or in need of surplus;
- (2) Provide the asset(s) to the ICO for the surplus process to occur; and
- (3) Ensure the asset(s) is stored in the centralized designated area for surplus assets.

d. Return to Vendor

IT will track lease terms and ensure assets are returned to the vendor within the lease term. IT will update the asset record status to indicate the asset was returned to the vendor, and notification will be provided to the Asset Management unit in

order for the assets to be removed from active inventory and archived.

D. OCI/Agri-Services Administration

1. Initial Inventory

Assets ordered and/or deployed by OCI/Agri-Services Administration will be tagged and entered in the inventory system by the respective ICO and/or ICA.

2. Transfers/Replacements

Assets moved/transferred/replaced by OCI/Agri-Services will be updated in the inventory system by the respective ICO and/or ICA.

3. Surplus

ICAs will notify the ICO of assets that need to be sent to surplus. Surplus assets will not be left throughout the OCI/Agri-services locations.

E. Grants Administration

All items purchased with grant funding must be tracked and accounted for in the inventory system. Upon receipt of newly awarded grants, the Grants Administration will notify the Asset Management unit for the grant to be added to the inventory system.

1. Initial Inventory

Grant purchased assets will have a pink sticker for distinction and an asset ID barcode. The Grants Administration will coordinate with the Asset Management unit to ensure assets are initially inventoried in the inventory system and grant information is noted on the asset record.

Grant property will become property of the agency after the grant has ended and if the item has a fair market value of \$5,000 or less at the time the grant ends CFR200.313(e). Grants Administration will track the life cycle of grant purchased assets.

2. Transfers

Grant purchased assets cannot be transferred to another facility/unit without approval from Grants Administration and the Asset Management unit.

3. Surplus

Grant purchased assets cannot be considered for surplus without approval from Grants Administration.

III. Asset Control

A. Initial Inventory

1. Facilities

All inventoriable assets assigned, unless designated otherwise in this policy, will be entered in the inventory system by the respective asset manager and subsequently tagged, or processed as an “untaggable asset.” The ICO and respective asset manager will collaborate to ensure assets are inventoried and tagged in the inventory system upon delivery.

All applicable areas will be completed on the asset record, to include the appropriate asset status and the applicable category as outlined in “Asset Management Definitions and Master Asset List” ([DOC 120801C](#)).

2. Probation and Parole

All inventoriable assets for probation and parole locations will be entered in the inventory system by the ICO and subsequently tagged or processed as an “untaggable asset.”

All applicable areas will be completed on the asset record, to include the appropriate asset status and the applicable category as outlined in “Asset Management Definitions and Master Asset List” ([DOC 120801C](#)).

B. Transferring Assets

All inventoriable assets will be assigned to a specific location and unit and updated in the inventory system as movement occurs. All asset movement within a facility/unit will be managed by the ICO and requires notification to the ICO.

1. Internal Asset Transfers

- a. If an asset is moved from an assigned space within the same facility/unit, the request for movement must be submitted and approved by the ICO as outlined in “Internal-Asset Movement within the Same Facility” ([DOC 120801F](#)). Assets cannot be moved without prior authorization. The building, room, and/or employee fields, and any other applicable fields on the asset record, must be updated to reflect the asset movement. The facility specific plan may outline parameters as established by

each facility on this process to ensure asset movement is tracked.

b. Onboarding

Human Resources (HR) personnel will notify the ICO and assigned asset manager when an employee is onboarded for the facility/unit. The ICO will ensure inventoriable assets are appropriately assigned in the inventory system.

2. External Asset Transfers

- a. All asset transfers to other facilities/units require an email notification to the assigned asset manager from the ICO of the sending facility/unit in accordance with “External-Asset Movement” ([DOC 120801G](#)). The notification must include the following:

- (1) Asset ID;
- (2) Location the asset is transferring to;
- (3) Date of transfer; and
- (4) If applicable, a scanned copy of the untaggable asset record. The untaggable asset record will be destroyed by the sending facility/unit. The receiving facility/unit will update and maintain a copy of the untaggable asset record in the untaggable binder for future audits.

Upon notification, the respective asset managers for the sending and receiving facilities will coordinate to ensure the assets are updated accordingly in the inventory system and attach supporting documentation of the transfer to the record.

b. Offboarding

HR staff will provide notification to the respective asset manager within 24 hours of an employee separation.

The respective asset manager will provide an inventory list with the assessed asset value, to HR, of assigned assets to the employee and the employee’s workspace for verification within four working days of receipt of HR notification.

Once assets are verified and retrieved by HR, the respective asset manager will retrieve the assets for return to the respective units.

HR will notify payroll of any assets that are not accounted for and the assessed value of the asset will be withheld from the employee's last paycheck.

Assets not returned during the offboarding process will be updated to "employee separation – asset loss" and archived by the respective Asset Manager.

c. Staff Transfers

Transferred employees will receive written notification from HR personnel of assets to be returned or transferred. HR personnel will correspond with the transferring employee, the respective asset manager, and ICOs to ensure assets are accounted for and updated in the inventory system.

C. Surplus

All state owned property, regardless of value, requires the surplus process when being considered for destruction, sale, transfer, trade, trash, donation, or otherwise. Facilities/units are responsible for assessing and processing the surplus in accordance with this procedure. All requests will be submitted by the ICO to the Asset Management unit.

State owned property will not be destroyed, sold, transferred, traded in, discarded, donated, or otherwise disposed of without submitting the initial request to the Asset Management unit. Upon approval from OMES State Surplus, Asset Management will provide notification to the ICO/ICA.

This rule applies to and includes any residue that may be remaining from agency cannibalization of property such as scrap metal, use of equipment for parts, etc. ((OAC 260:105-3-1), and Oklahoma Surplus Property Act "Oklahoma Surplus Property Act" 74 O.S. § 62.1 et seq.)

1. Request for Approval to Sell, Dispose, or Transfer Property

- a. Surplus requests must be submitted on the "Surplus Template" ([DOC 120801H](#)) for all assets.
- b. Photographs are required for the following:
 - (1) Sell at online auction. Multiple, clear photos with good, detailed descriptions are required.
 - (2) Sell for scrap. If being sold online, multiple photos are required. Bulk or stock photos are sufficient for those going to a scrap dealer. One clear photo is sufficient.
 - (3) Trade-In. One clear photo is sufficient.

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- (4) Transfers. One clear photo is sufficient.
 - (5) Disposed on site. One clear photo is sufficient
 - (6) Disposal by OMES Surplus Property. Stock or group photo. One clear stock or group photo is sufficient.
 - (7) Video for all running vehicles. Must be 1-15 seconds in duration with the engine running.
- c. Once a request and photographs and/or video are received from the facility/unit ICO, the assigned asset manager will verify, based on information provided on the surplus request, that the photographs meet the requirements and leased or grant assets are not being submitted for surplus. The asset manager will submit, by email, the "Surplus Template" ([DOC 120801H](#)) for approval by the OMES Surplus Administrator or designee.
 - d. Upon approval/denial, the asset manager will email the notice to the ICO with disposal instructions. Actions will not be taken with the assets until notification is received from the asset manager. The asset manager will update the status in the inventory system on all assets approved for surplus to "pending disposed/surplus" and email the approval/denial to the ICO.
 - e. The ICO will notify the assigned asset manager of the date for disposal within 10 days of receipt of the approved surplus request and the Asset Management unit will update the status in the inventory system to "pending disposed/surplus."
 - f. Once the surplus action is completed and supporting documentation is provided by the ICO to the asset manager, the surplus tracking number will be added to the asset record and the asset status will be updated to "disposed/surplus" and archived in the inventory system within five working days. The "Surplus Template" ([DOC 120801H](#)), a copy of the approved [OMES CAM Form SS-001A](#) or [OMES CAM Form SS-001V](#), and any receipt for sale of the state property will be maintained in accordance with GRDS 2-43 Surplus Property File by the Asset Management unit.
 - g. Property of Retiring Officers

As described in 74 O.S. § 150.23, retiring officers may receive their duty weapon, badge, and may purchase their rifle or shotgun.

Approval is required by the agency Director in accordance with [OP-110237](#) entitled "Employee Separation Process."

Upon approval from the agency Director, notification is required to the Asset Management unit in order for the request to be submitted to OMES State Surplus and for inventory to be updated accordingly.

2. Methods of Disposal of Surplus Property (OAC 260:105-3-1)

The method of disposal of surplus property must be approved by the DCAM Administrator for surplus property in accordance with OAC 260:105-3-1 prior to disposal of state property by a state agency.

- a. Sell at public auction administered by OMES. Once approval is received from the Asset Management unit, arrangements with OMES State Surplus are required for these items to be delivered by the requesting facility.
- b. Sell at online auction administered by OMES. Items may reside at the facility/unit until sold. These items require photographs to be submitted to the respective asset manager and a specific location/address where the assets are located. Items will be sold where they are held at the facility, and a point of contact at the facility is required for potential bidders.
 - (1) Multiple, clear photos with good and detailed description.
- c. Sell as scrap. Prior to submitting a request to the asset manager, the name of the business purchasing the scrap material is required. The business purchasing the scrap material will make checks payable to Oklahoma State Surplus and "DOC" noted in the "for" section of the check. The check will be mailed to 304 South Miller Place, Oklahoma City, Oklahoma, 73108.
 - (1) If being sold online, multiple photographs are needed. Bulk or stock photos are sufficient for those going to a scrap dealer (one photo is sufficient in this instance).
- d. Transfer. Only to other government entities or non-profit organizations at a reduced cost.
- e. Trade in. When submitting the request, an itemized quote from the intended recipient on letterhead and a notation of the intent to trade is required. The trade in amount will be approved by OMES State Surplus before execution of trade.

(1) One photo is required.

f. Disposal by OMES Surplus Property.

(1) A stock photo or group photo; but must be one, clear photo.

g. Disposal by other means.

Authorization to dispose of broken or worthless items at the facility/unit. (Destroyed items approved to be sent in garbage.)

3. Prohibitions

a. A donation of state property to private individuals, for-profit organizations, or state employees is prohibited unless authorized by state statute.

b. The sale of state property to state employees is prohibited unless items are sold at announced public sales or auctions.

4. Completion of Sale or Transfer

a. Checks received by the facility/unit for the sale or transfer of state property will be made payable to the order of the OMES State Surplus and forwarded, along with the sale receipt to OMES.

b. Vehicles will be removed from the agency's inventory management system by the Asset Management unit after the agency no longer has possession of the vehicle.

IV. Audits

All audits in the inventory system will be assigned by the Asset Management unit and must be completed through the utilization of a smart device, unless the facility experiences service issues.

For untaggable assets, each asset will be located, verified, and the barcode label scanned and verified using the identifiable information on the printed asset record maintained in the untaggable asset binder.

A. Quarterly Audits

Quarterly audits are the responsibility of the ICOs and ICAs and must be completed within 60 days of the first day of the audit period. These are waived for locations with scheduled comprehensive bi-annual audits.

All respective assets within these categories, less security cameras, will be audited over the course of alternating calendar years.

1. First Quarter
 - a. Agri-Services equipment
 - b. Construction and Maintenance
 - c. Emergency Operations equipment
 - d. Food Service
 - e. VOIP phones
2. Second Quarter
 - a. Laundry
 - b. Television
3. Third Quarter
 - a. IT peripheral devices
 - b. Computers
 - c. Computer monitors
 - d. Furniture
4. Fourth Quarter
 - a. OCI equipment
 - b. Medical
 - c. Recreational equipment
 - d. Security equipment (not audited by internal auditors)

B. Bi-annual Audits

Comprehensive audits will be completed by the Asset Management unit over a two year period with two or more facilities/units and Probation and Parole locations to be audited monthly.

Comprehensive audits for Fleet and Physical Security will be conducted by the Asset Management unit every other year.

The audit will consist of the following, but not limited to:

1. Visual identification of each asset and scanning the barcode;
2. Review of purchased inventoriable assets and entry in AP;
3. Surplus – ensure removal from the facility/unit and maintained/stored in centralized area;
4. Inventoriable assets found and not entered in the inventory system;
5. Asset location; and
6. Potential process improvements

C. Audit Reports

1. Quarterly Audit Report

A report of any missing assets will be prepared and submitted by the 15th of the last month of every quarter to the respective asset manager by the ICO or designee. The asset manager will update the asset record and attach supporting documentation. If any missing assets are located, notification is required to the asset manager in order for the inventory system to be updated accordingly.

2. Bi-annual Audit Report

Following each audit, a “Asset Management Unit Audit Report” ([DOC 120801E](#)) will be prepared by the assigned asset manager and forwarded to the respective facility for review, corrective, and preventative action plans. All bi-annual audit reports will be provided to the Audit Finance Committee for review.

3. Other

If a facility/unit becomes aware of a missing asset through means other than a quarterly and/or bi-annual audit, the asset will be reported in an ODOC memorandum within 10 business days of gaining knowledge of the missing asset to the Asset Management unit outlining efforts to locate the asset and reporting the asset location is unknown.

D. Internal Auditors Financial Audits

The agency’s financial internal audit team will conduct an annual audit of the inventory control system at each facility/unit/region as outlined in [OP-120105](#) entitled “Financial Internal Audit Unit.”

E. Other Audits

The Asset Management unit will complete audits as assigned by the Chief Financial Officer or designee.

F. Record Maintenance

All audits assigned and conducted by the Asset Management unit will be maintained by the Asset Management unit.

V. References

Policy Statement OP-120100 entitled "Management of State Funds and Assets"

OP-040106 entitled "Purchase, Use and Control of Firearms and Security Equipment"

OP-110237 entitled "Employee Separation Process"

OP-120105 entitled "Financial Internal Audit Unit"

61 O.S. § 315

62 O.S. § 34.12

62 O.S. § 41.5a-4

74 O.S. § 62.1 et seq.

74 O.S. § 110.1

74 O.S. § 150.23

Oklahoma Administrative Code (OAC) 260:105-1-1 State Surplus Property General Provisions

Oklahoma Administrative Code (OAC) OAC 260:105-3-1 State Surplus Rule

Oklahoma Administrative Code (OAC) 260:110-1-1

Oklahoma Administrative Code (OAC) 260:110-1-3

<https://oklahoma.gov/omes/divisions/central-accounting-reporting/finance-center-of-excellence/inventory.html>

Standard Item Classification for Inventory and Property Control Manual

OMES Capital Asset Management (CAM) State Surplus

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VI. Action

Each facility/unit is responsible for development of local procedures for ongoing inventory management.

The facility/unit head is responsible for compliance with this procedure.

The Chief Financial Officer is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval of the agency Director.

This procedure is effective as indicated.

Replaced: OP-120801 entitled "Property Inventory Control" dated February 28, 2022

Distribution: Policy and Procedures Manual
Agency Website

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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 120801C	"Asset Management Definitions and Master Asset List"	Attached
DOC 120801D	"Inventory Control Officer (ICO) and Inventory Control Agent (ICA) Duties and Responsibilities"	Attached
DOC 120801E	"Asset Management Unit Audit Report"	Attached
DOC 120801F	"Internal-Asset Movement within the Same Facility"	Attached
DOC 120801G	"External-Asset Movement"	Attached
DOC 120801H	"Surplus Template"	Attached
OMES CAM SS-001A	"OMES Surplus Property Transfer Form"	OMES
OMES CAM SS-001V	"OMES Surplus Property Transfer (Vehicle) Form"	OMES