

SANTA FE COUNTY

RESOLUTION NO. 2007-81

A RESOLUTION FOR A FIXED ASSETS AND INVENTORY EXEMPT ITEMS POLICY & PROCEDURE

WHEREAS, Santa Fe County is requesting approval to implement a policy & procedure regarding the treatment of fixed assets and inventory exempt items.

WHEREAS, the attached policy details all procedures necessary to record, transfer, inventory, and dispose of fixed assets and inventory exempt items.

WHEREAS, the requested policy & procedure establishes a \$3,000 capitalization threshold for fixed assets to be recorded according to type and useful life.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that this Resolution to approve and implement the Fixed Assets And Inventory Exempt Items Policy & Procedure governed by NMSA 1978, Sections 12-6-10, 13-6-1, & 13-6-2, is hereby adopted.

APPROVED, ADOPTED AND PASSED this 29th day of May 2007.

BOARD OF COUNTY COMMISSIONERS

Virginia Vigil
Virginia Vigil, Chairman

Valerie Espinoza
Valerie Espinoza, County Clerk



Approved As To Form

Stephen C. Ross
Stephen C. Ross, County Attorney

Finance Department Approval

Teresa C. Martinez
Teresa C. Martinez, Finance Director

BCC RESOLUTIONS
PAGES: 25
COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
I Hereby Certify That This Instrument Was Filed for Record On The 30TH Day Of May, A.D., 2007 at 14:09 And Was Duly Recorded as Instrument # 1485321 Of The Records Of Santa Fe County
Witness My Hand And Seal Of Office
Manuela Palacios Valerie Espinoza
Deputy County Clerk, Santa Fe, NM

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**FINANCE DEPARTMENT
ALL DEPARTMENTS**

PROCEDURE NO.: _____ COUNTY WIDE

TITLE: FIXED ASSETS AND INVENTORY EXEMPT ITEMS

EFFECTIVE DATE: _____ APPROVED BY: _____

I. PURPOSE

To provide procedures for the tracking of *fixed assets* and *inventory exempt items* purchased by Santa Fe County and the disposition thereof, in accordance with all applicable State laws and regulatory rules. Statutory references are listed below:

- A. Section 12-6-10, NMSA 1978 – Annual inventory.
- B. Section 13-6-1, NMSA 1978 – Disposition of *obsolete*, worn-out or unusable tangible personal property.
- C. Section 13-6-2, NMSA 1978 – Sale of property by state agencies or local public bodies; authority to sell or dispose of property; approval of appropriate approval authority.

II. SCOPE

This procedure applies to all Santa Fe County *Departments* and *Divisions* and all staff who are assigned to any aspect of the *requisition* of fixed assets and inventory exempt items, and tracking and maintaining information pertaining to those fixed assets and inventory exempt items.

III. DEFINITIONS

For purposes of this procedure the following definitions apply:

Attachment to Property/Equipment Listing form – The correct form used to provide information on *fixed assets* that do not appear on the *Department/Division's* inventory list as part of the annual fixed asset certification process.

Capitalization Threshold – The purchase value at which an item or group of items is eligible or required to be *capitalized*.

Capitalize – A specific method of accounting for a *fixed asset* wherein expenses for the item are charged based on a schedule of *depreciation*.

Claim Form – The correct form used to report any loss of a *fixed asset* or *inventory exempt item* to the Risk Manager for insurance purposes (including accidentally damaged, lost/misplaced, or stolen items).

Department – A subunit of the County Government which performs specific function(s) as prescribed by the State of New Mexico, the Board of County Commissioners, and/or the County Manager.

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Depreciation – The systematic and scheduled reduction in the value of a *fixed asset* over its useful life.

Division – A subunit of a County *Department* which performs specific function(s) as prescribed by the Board of County Commissioners, the County Manager and/or the Department Director.

Fixed Asset(s) – An item or group of items which was purchased for \$3,000 or more, has a useful life which extends beyond the fiscal year in which it was purchased, and is not consumable in its use.

Fixed Asset Disposition/Transfer Form – The correct form used to initiate and complete the transfer of a *fixed asset* or *inventory exempt item* between *Departments or Divisions*.

Fixed Asset Employee – The Finance Department employee who is designated to perform duties as outlined in this procedure.

Fixed Assets Surplus Form – The correct form(s) to use when requesting authorization to *surplus fixed assets* or *inventory exempt items*.

Fixed Asset Tagging Worksheets – The correct form used to provide required information about a newly acquired *fixed asset* to the *Fixed Asset Employee*.

HTE Fixed Asset Module – The database within the HTE Network used by the *Fixed Asset Employee* to perform her/his assigned duties.

Internal fixed asset tracking spreadsheet – An Excel spreadsheet to be maintained by each *Inventory Control Employee* for purposes of tracking the purchase, transfer and/or disposition of each *fixed asset* within her/his *Department/Division*.

Internal inventory exempt item tracking spreadsheet – An Excel spreadsheet to be maintained by each *Inventory Control Employee* for purposes of tracking the purchase, transfer and/or disposition of each *inventory exempt item* within her/his *Department/Division*.

Inventory Control Employee – The employee designated within each *Department/Division* who is assigned to perform duties as outlined in this procedure.

Inventory Exempt item(s) – An item or group of items that is purchased for less than \$3,000, but has an expected useful life extending beyond the fiscal year in which it was purchased and is not consumable in its use.

Inventory control tag – A numbered tag which is affixed to a *fixed asset* or *inventory exempt item* and is used for tracking purposes.

Inventory list – The list of *fixed assets* which have been entered into the *HTE Fixed Asset Module* by the *Fixed Asset Employee*.

Line item – A unique account name and number assigned to classify types of transactions as a means of tracking them for budgetary and accounting purposes.

Obsolete fixed asset – A *fixed asset* that is beyond its assigned useful life and is no longer in service within Santa Fe County.

Requisition – A request to purchase specific item(s) or service(s) which is entered into the HTE Network by designated employee(s) in each *Department/Division* and submitted to the Purchasing Department for processing.

Surplus – A specific process for disposing of *surplus items* purchased by Santa Fe County.

Surplus item – A *fixed asset* or *inventory exempt item* that is obsolete or is no longer useable by Santa Fe County due to damage, excessive wear and tear or other condition which would make the item too costly to repair.

IV. GENERAL

- A. Each Department and/or Division of the Santa Fe County Government has the authority to purchase fixed assets and inventory exempt items for use in carrying out its mission and performing its function as prescribed by the State of New Mexico, the Board of County Commissioners (BCC) and/or the County Manager. These fixed assets and inventory exempt items are the property of Santa Fe County. As such, each Department and/or Division is responsible for safeguarding the fixed assets and inventory exempt items it utilizes which includes tracking their status and whereabouts.
- B. A fixed asset may be a single item or a group of items and is characterized by its total value (\$3,000 or more), its useful life which must extend beyond the fiscal year in which it is purchased, and it must not be consumable in its use. It may be real property which includes land and non-movable improvements such as buildings, fences, drainage structures, pavement, etc.; or personal property which includes movable machinery or equipment, furniture, fixtures, vehicles and any accessories that are attached to a specific item. Also, a fixed asset may be tangible, having a physical existence (e.g., a desk, a computer, etc.), or it may be intangible, having no physical existence (e.g., a service, a patent, a copyright, etc.). Each fixed asset is *depreciated* based on its useful life which varies depending upon the asset. All fixed assets must be recorded, tracked and disposed of in a carefully prescribed manner.
- C. An item or group of items that is purchased for less than \$3,000 but has an expected useful life extending beyond the fiscal year in which it was purchased and is not consumable in its use is considered “inventory exempt.” Inventory exempt items are not depreciated, but must be tracked as well as disposed of pursuant to rules similar to those governing fixed assets.
- D. Santa Fe County will maintain a *capitalization threshold* of \$3,000 for any fixed asset purchased which will be assigned a useful life and depreciated accordingly. Inventory exempt items purchased under the \$3,000 threshold will not be depreciated, but will be tracked internally according to the procedures in this policy. The County will comply with all other aspects of the aforementioned sections of NMSA 1978, with the \$3,000 threshold in place of the \$5,000 threshold for State agencies.

V. PROCEDURES

- A. Each County Department and/or Division Director or Manager will ensure that each employee who is impacted by this procedure has been made aware

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of the procedure, understands it, and is responsible for complying with all of its components as they apply to her/his position.

- B. Each County Department and/or Division Director or Manager will designate an *Inventory Control Employee*.
- C. Each Department and/or Division will notify the Finance Department of who has been designated as its Inventory Control Employee.
- D. The Finance Department will designate a *Fixed Asset Employee*.
- E. The Finance Department will notify all other Departments and/or Divisions of who has been designated as the Fixed Asset Employee.
- F. Any employee submitting a requisition for a fixed asset or inventory exempt item will be responsible for the following:
 - 1. Budget Line Items:
 - a. Determine the appropriate line item to which the fixed asset or inventory exempt item should be charged pursuant to established Santa Fe County Chart of Accounts, expenditure line items. (See attachment 1).
 - b. Ensure that there is adequate funding in the line item for the acquisition and complete a Budget Adjustment Request (BAR) when necessary.
 - c. Properly record the appropriate line item and a full item description on the requisition which is forwarded to the Purchasing Department.
 - i. Construction and Road Projects – break out all contractual services related to the cost of the project and reflect in the proper line item.
 - ii. Vehicle Purchases – indicate identifying data specific to the vehicle, if accessories are being added, indicate what vehicle they belong to.
 - iii. Computers and Other Equipment Purchases – indicate a description of the item.
 - iv. If any of the above identifying information cannot be readily obtained at the requisition stage, you must indicate to the vendor that the actual invoice must contain the detailed information for identification purposes.
 - 2. Purchase Orders:
 - a. Ensure that the Inventory Control Employee receives a copy of the purchase order for her/his records.

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- G. The Inventory Control Employee will be responsible for the following:
1. Fixed Asset/Inventory Exempt Item Tracking:
 - a. Maintain up-to-date internal *fixed asset* and *inventory exempt item tracking spreadsheets* which include detailed information for each fixed asset or inventory exempt item utilized by or located within her/his Department/Division and the status thereof. (See attachments 2 A-B).
 2. Fixed Asset Tagging:
 - a. Develop and maintain a system for monitoring the purchase and receipt of fixed assets.
 - b. Monthly, upon receipt from the Fixed Asset Employee of *inventory control tags* and *Fixed Asset Tagging Worksheets* (see attachment 3) for all fixed assets that were ordered and paid for during the previous month:
 - i. complete the Fixed Asset Tagging Worksheet for each newly purchased fixed asset, retain a copy, and return the original to the Fixed Asset Employee within 10 days of receipt of the fixed asset; and
 - ii. immediately upon receiving a fixed asset, place the inventory control tag on the item.
 - c. As applicable, if a newly purchased fixed asset is received by the Department/Division but an inventory control tag has not yet been issued:
 - i. notify the Fixed Asset Employee by sending her/him a copy of the purchase order used in the transaction within 5 days of receipt of the fixed asset;
 - ii. once the Fixed Asset Employee receives the copy of the purchase order, a Santa Fe County inventory control tag will be sent to the Inventory Control Employee with a Fixed Asset Tagging Worksheet via interdepartmental mail;
 - iii. complete the Fixed Asset Tagging Worksheet, retain a copy, and return the original to the Fixed Asset Employee within 10 days of receipt; and
 - iv. immediately upon receiving the inventory control tag, place it on the item. If this is not possible due to the nature of the fixed asset (e.g., it is intangible or the item is physically not practical to tag), return the tag to the Fixed Asset Employee with the completed Fixed Asset Tagging Worksheet.
 - d. Enter the information from the tagging worksheet(s) into the internal fixed asset tracking spreadsheet per section V.G.1 of this procedure.
 - e. Ensure that any newly purchased fixed asset is not distributed or placed in service until it has been properly tagged and a completed Fixed Asset Tagging Worksheet has been submitted to the Fixed Asset Employee.

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3. Fixed Asset Transfers:

- a. When two Departments/Divisions agree to the transfer of a fixed asset, the Inventory Control Employee of the transferring Department will initiate a *Fixed Asset Disposition/Transfer Form* (see attachment 4) by completing Part I of the form and obtaining the necessary authorizing signatures.
- b. The transferring Inventory Control Employee will retain a copy of the form for tracking purposes.
- c. The Inventory Control Employee of the transferring Department/Division will ensure that the fixed asset has been physically prepared for transfer, is clean, and all accessories and improvements have been attached.
- d. The Inventory Control Employee of the receiving Department/Division will verify the information on the Fixed Asset Disposition/Transfer Form, complete Part II of the form and obtain the necessary authorizing signatures.
- e. The receiving Inventory Control Employee will retain a copy of the form for tracking purposes, forward the completed original Fixed Asset Disposition/Transfer Form to the Fixed Asset Employee within 10 days of completion of the transfer, and send a copy to the Fleet Program Specialist in cases of a vehicle transfer.
- f. Vehicle transfers require County Manager approval and signature which will be obtained by the Fixed Asset Employee.
- g. The Inventory Control Employee from both the transferring and receiving Departments/Divisions will update their respective internal fixed asset tracking spreadsheets to properly reflect the transferred item per section V.G.1 of this procedure.

4. Inventory Exempt Item Tagging:

- a. Monthly, place the inventory control tag issued by the Fixed Asset Employee on each newly purchased inventory exempt item that was ordered and paid for during the previous month. If this is not possible due to the nature of an item (e.g., it is intangible or the item is physically not practical to tag), return the tag to the Fixed Asset Employee.
- b. As applicable, if an inventory exempt item is received by the Department/Division but an inventory control tag has not yet been issued:
 - i. notify the Fixed Asset Employee by sending her/him a copy of the purchase order used to purchase the item;
 - ii. once the Fixed Asset Employee receives the copy of the purchase order, a Santa Fe County inventory control tag will be sent to the Inventory Control Employee via interdepartmental mail;
 - iii. immediately upon receiving the inventory control tag, place it on the item.

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- c. Enter the item into the inventory exempt item tracking spreadsheet that is maintained per section V.G.1 of this procedure.
 - d. Ensure the item is not distributed or placed in service until it is tagged and all necessary information has been recorded.
5. Inventory Exempt Item Transfers:
- a. When two Departments/Divisions agree to the transfer of an inventory exempt item, the Inventory Control Employee from the transferring Department/Division will initiate a Fixed Asset Disposition/Transfer Form (see attachment 4) by completing Part I of the form and obtaining the necessary authorizing signatures.
 - b. The transferring Inventory Control Employee will retain a copy of the form for the Department/Division's inventory control records.
 - c. The Inventory Control Employee of the transferring Department/Division will ensure that the item is physically ready for transfer, is clean, and all accessories and improvements have been attached.
 - d. The Inventory Control Employee of the receiving Department/Division will verify the information on the Fixed Asset Disposition/Transfer Form, complete Part II of the form and obtain the necessary authorizing signatures.
 - e. The receiving Inventory Control Employee will retain a copy of the form for tracking purposes, and forward the completed original Fixed Asset Disposition/Transfer Form to the Fixed Asset Employee within 10 days of completion of the transfer
 - f. Once the physical transfer has taken place the Inventory Control Employee from each Department/Division will update her/his respective inventory exempt item tracking spreadsheets per section V.G.1 of this procedure.
6. Fixed Asset Certification (NOTE: does not include inventory exempt items):
- a. Annually review fixed asset *inventory list* which is provided by the Fixed Asset Employee on or about January 31 of each year.
 - b. Verify the physical presence and location of each fixed asset on the inventory list and verify each inventory control tag.
 - c. Any discrepancies between the physical inventory of fixed assets and the inventory list should be noted as follows:
 - i. if an item appears on the inventory list but is not physically present in the Department/Division, determine its whereabouts and complete the appropriate paperwork (e.g., Fixed Asset Disposition/Transfer Form for a transferred item, *Claim Form* for a lost item, etc.) and note on the inventory list; or
 - ii. if the Department/Division is in possession of a fixed asset that is not on the inventory list, note the item on an *Attachment to Property/Equipment Listing form* (see attachment 5) and initiate the tagging procedure per section V.G.2.c.i.-ii of this procedure.

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- d. Submit the completed Inventory Certification including Attachment to Property Equipment Listing form(s), if applicable, and authorizing signatures to the Fixed Asset Employee by her/his established deadline.

7. Fixed Asset and Inventory Exempt Dispositions

(NOTE: ABSOLUTELY NO FIXED ASSET OR INVENTORY EXEMPT ITEM MAY BE DISCARDED OR THROWN AWAY. EVERY ITEM MUST BE SURPLUSSED PER THE FOLLOWING STEPS):

- a. Develop and maintain a system for storing and tracking items which are obsolete or no longer useable by Santa Fe County due to damage, excessive wear and tear or other condition which would make the item too costly to repair (DO NOT THROW AWAY ITEMS).
 - c. Upon request by the Fixed Asset Employee complete a list on the appropriate *Fixed Asset Surplus Form(s)* (see attachments 6 A-C) of all fixed assets and inventory exempt items determined to be *surplus items*.
 - d. Obtain Fleet Maintenance authorization to *surplus* any vehicles (on-road or off-road).
 - e. Submit the list with appropriate authorizing signatures to the Fixed Asset Employee by her/his established deadline annually on or about April 15.
 - f. Await notification from the Fixed Asset Employee of approval by the BCC to surplus listed items.
 - g. Once the surplus items list is approved, work with the Fixed Asset Employee to coordinate the preparation, packaging, and transport of surplus items to a holding area prior to their auction which takes place annually in July.
 - h. Update the internal fixed asset tracking spreadsheet to properly reflect the disposal of any item which has been sent to surplus per section V.G.1 of this procedure.
8. Fixed Asset and Inventory Exempt Item – Damage, Loss or Theft:
- b. Contact law enforcement to complete a report as soon as it has been determined that an item has been stolen, lost/misplaced, or vandalized.
 - c. Notify Department/Division Director or Manager of the loss.
 - d. Notify the Risk Manager of the loss.
 - e. Complete the appropriate Auto Notice of Claim Form or ML Property Loss Claim Form (see attachments 7 A-C) and attach a copy of the police report.
 - f. Submit the original Claim Form and police report to the Risk Manager, a copy of the Claim Form and police report to the Fixed Asset Employee, and retain a copy for tracking purposes.

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- g. Update the internal fixed asset or inventory exempt item tracking spreadsheet to properly reflect the loss of the fixed asset or inventory exempt item per section V.G.1 of this procedure.

H. The Fixed Asset Employee will be responsible for the following:

1. Issuance of Inventory Control Tags:

- a. Issue inventory control tags monthly to Inventory Control Employees for any fixed asset or inventory exempt item (furniture or small electronics inventory exempt items) which was ordered and paid for during the previous month.
- b. Timely issue appropriate inventory control tags to Inventory Control Employees upon receipt of a copy of a purchase order for fixed assets or inventory exempt items (furniture or small electronics) received prior to the monthly issuance of inventory tags.

2. Fixed Assets Tracking and Accounting:

- a. Maintain accurate records of all fixed assets in the *HTE Fixed Asset Module* including inventory control tag numbers, fixed asset serial numbers, complete asset descriptions, and their status as provided by each Department/Division as well as accounting for same.
- b. Assign a useful life for purposes of depreciation to each fixed asset using a prescribed schedule determined by type of fixed asset (see attachment 8).
- c. Properly record and accurately report all of Santa Fe County's fixed assets and inventory exempt items, and their value pursuant to the requirements of the State of New Mexico and its various regulatory Agencies, as well as the standards set forth by the Government Accounting Standards Board.

3. Fixed Asset Certification:

- a. Initiate the inventory certification process annually, on or about January 31, by submitting fixed asset inventory lists to each Inventory Control Employee and establishing deadlines for such certification of her/his Department/Division's physical inventory.

4. Fixed Asset and Inventory Exempt Item Disposition:

- a. Annually request completed fixed assets surplus forms from each Inventory Control Employee.
- b. Obtain BCC approval to surplus fixed assets and inventory exempt items.
- c. Provide each Department/Division with a listing of its fixed assets and inventory exempt items which have been approved for surplus by the BCC.
- d. Work with the Inventory Control Employee of each Department/Division which has items to surplus to coordinate the preparation,

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packaging, and transport of surplus items to a holding area prior to their auction which takes place each July.

5. Assist Inventory Control Employees:
 - a. Provide assistance to Inventory Control Employees upon request.

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WITNESS WHEREOF, the parties have executed this Policy and Procedure as of the date first written above.

SANTA FE COUNTY

Roman Abeyta,
County Manager

Date

APPROVED AS TO LEGAL FORM:

Stephen C. Ross,
Santa Fe County Attorney

Date

FINANCE DEPARTMENT APPROVAL:

Teresa Martinez,
Finance Director

Date

Peter Garcia,
Administrative Services Director

Date

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**SANTA FE COUNTY
EXPENDITURE LINE ITEMS**

GMBA LINE ITEM	LINE ITEM NAME	DESCRIPTION
ELEMENT 80	CAPITAL PURCHASES	
80-01	BUILDINGS & STRUCTURES	Acquisition or construction costs of buildings and structures, also all fixtures permanently attached to buildings, vaults, heating plants, initial plumbing and electrical installations.
80-02	BUILDING CAPITALIZED CONTRACTUAL SRV..	Contractual services for architects and engineers used in association with buildings and structures.
80-03	EQUIPMENT & MACHINERY	Acquisition costs of typewriters, adding machines, communication equipment, word processors.
80-04	FURNITURE & FIXTURES	Includes acquisition of filing cabinets, desks, chairs, tables, drapes, rugs, (carpet if not wall to wall installation) and shelving when not permanently attached to the building.
80-05	LAND ACQUISITIONS	Cost of acquisition of land for roads, parks, buildings, right-of-way, dams, wells, ditches and channels.
80-06	LAND CAPITALIZED CONTRACTUAL SERVICES	Cost of contractual services for architects and engineers used in association with land acquisitions.
80-07	LEASE PURCHASES	Assets purchased under lease purchase agreements
80-08	LIBRARY / MUSEUM ACQUISITION	Books and publications purchased for permanent reference use.
80-09	VEHICLE/HEAVY EQUIPMENT	Passenger cars, pick up trucks, and lighter vehicles used primarily for transportation purposes. Include costs for accessories when purchased with vehicle, when factory or dealer installed. Also includes cost of heavy equipment, non-licensed equipment, trailers, tractors, and field machinery.
80-10	ROADWAYS (BRIDGES, CULVERTS, ETC.)	Cost of construction for roads, streets, water and wastewater systems and associated major maintenance and repairs that extend life of asset; water rights purchase.
80-11	ROADWAYS CAPITALIZED CONTRACTUAL SRV.	Contractual services for architects and engineers used in association with roadways.
80-12	STREET LIGHTING, TRAFFIC SIGNALS & SIGNS	Traffic signing and lighting for streets and roadways.
80-13	CAPITALIZED INFRASTRUCTURE	Infrastructure improvements that are not specific to other capital line items (such as an industrial park, etc.)
80-15	COMPUTERS & PERIPHERALS	Computers, monitors, printers and other computer-related equipment (\$3,000 and above)
80-17	MEDICAL EQUIPMENT	Equipment associated with the delivery of medical procedures and services.
80-95	INVENTORY EXEMPT - COMPUTERS	Computers, monitors, printers and other computer-related equipment (under \$3,000)
80-99	INVENTORY EXEMPT	non-capital items under \$3,000 that are inventory exempt

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SANTA FE COUNTY FIXED ASSET TAGGING WORKSHEET

DATE SENT _____ PO # _____ ACCOUNT # _____

ASSET DESCRIPTION _____

MAKE _____ MODEL _____ MANUFACTURER _____

SANTA FE CO TAG(s) # _____

SERIAL # _____

DEPARTMENT / LOCATION _____

* MISC INFO / ASSIGNED EMPLOYEE _____

* **MISC INFO:** If the item is part of another asset, please provide tag # or license # (Is it a stand alone or does it work in conjunction with another asset?) Note if asset has been assigned to a specific user or area. If item **cannot** be tagged, please **return** the **tag** with the **completed worksheet**. Record all information, tag the asset and return the completed worksheet to:

FINANCE DEPARTMENT / FIXED ASSETS

Attention: Pat Vassar
102 Grant Avenue
Santa Fe, NM 87504

Phone: 505-995-2721
Fax: 505-986-6277

EMPLOYEE TAGGING ASSET _____ DATE _____
(PRINT NAME)

Finance Use Only:

Date Received _____ By _____ Date Entered FA _____

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**SANTA FE COUNTY
FIXED ASSET DISPOSITION / TRANSFER FORM**

Note Disposition of Asset: Transfer, Trade-In, Surplus, Destroyed, Other

Part I FROM

Santa Fe County Tag/Assigned # or License Plate # _____

Fixed Asset Description _____

Year _____ Make _____ Model _____

Serial # or Vehicle ID # (VIN) _____

Transfer **Trade In** (Note: Attach invoice w/ trade-in value) **Other** (Note reason - surplus, destroyed, obsolete etc)
(Surplus vehicles need V/M approval)

Note Condition or Comments : _____

Department _____ Asset Location _____

Department Director _____ Date _____
Signature _____

Part II TRANSFERRED TO

Department _____ Fixed Asset Location _____

Note Condition/Comments: _____

The undersigned employee(s) hereby states upon receipt of the transferred Fixed Asset identified above the information is accurate to the best of his/her knowledge.

Received By _____ Date _____

Department Director _____ Date _____
Signature _____

FORWARD COMPLETED FORM TO: FINANCE/ FIXED ASSETS

County Manager _____ Date _____ (Required for all vehicle transfers.)

Finance Use Only:

Date Received _____ Received By _____

Entered FA By _____ Date _____ Asset Value \$ _____

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New Mexico Association of Counties 1st Party Auto Notice of Claim Form

County: _____ Contact person: _____ Name: _____
_____ Phone: _____

Driver: _____

Year	Make/Model	VIN#	Lic#
Vehicle Description: _____			

Date of Accident: _____

Location: _____

Description of accident: _____

Injury: Yes _____ No _____

Describe: _____

Police report: Yes _____ No _____ Report#: _____

Witnesses:	Name	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Additional comments: _____

Date: _____ By: _____

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New Mexico Association of Counties 3rd Party Auto Notice of Claim Form

County: _____ Contact person: _____ Name: _____

Phone: _____

Claimant: _____ Phone: _____

Claimant Vehicle Description: _____

Date of Accident: _____ Location: _____

Description of accident: _____

Injury: Yes _____ No _____

Describe: _____

Police report: Yes _____ No _____ Report#: _____

Witnesses: Name Address Phone

Additional Comments: _____

Date: _____

By: _____

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New Mexico Association of Counties ML Property Loss Claim Form

County: _____ Contact person: Name: _____

Date: _____ Phone: _____

Department or Agency: _____

Supervisor: _____ Phone: _____

Date of Loss: _____ Location: _____

Description of loss: _____

Police report: Yes _____ No _____ Report#: _____

Witnesses:	Name	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Date Reported: _____ By: _____

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**SANTA FE COUNTY
USEFUL LIFE SCHEDULE
FIXED ASSETS**

<u>Expenditure Line Item No.</u>	<u>Asset Type</u>	<u>Useful Life (in months)</u>
80-01	Buildings & Structures	480
80-01	Storage Container	84
80-01	Portables/Sheds-Landfill	84
80-01	Metal Structure/Building	120
80-03	Equipment & Machinery, Office	36
80-03	Equipment & Machinery, Heavy	84
80-03	Equipment & Machinery, Light	60
80-03	Equipment, Exercise	60
80-03	Equipment, Kitchen	84
80-03	Containers-Trash/Recycle	84
80-03	Fire-Misc/SCBA/Durable	60
80-03	Fire-Defibrillator/Backup	84
80-03	Gym/Park	60
80-04	Furniture & Fixtures	60
80-09	Heavy Trucks/Semi	120
80-09	Vehicles/Equipment (off-road, graders, Tractors, trailers, etc.)	120
80-09	Solid Waste Truck	48
80-09	Passenger Car	60
80-09	Pickup/Van	60
80-09	Firefighting/EMS Vehicle	120
80-09	Utility/Cargo	120
80-13	Digital Orthoimagery	120
80-13	Utility Systems/Sewerlines	300
80-13	Other Capitalized Infrastructure	300
80-15	Computers/Office	36
80-15	AS400 Servers & Mainframe	60
80-15	Printers	36
80-17	Medical Equipment	84

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