



JUSTICE ADMINISTRATIVE
COMMISSION



Inventory Tips

Wayne Meyer
Director of Operations
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The Law

- Chapter 273 F.S.
State Owned Tangible Personal
Property

In 2007, the Legislature amended Chapter 273 and gave the Chief Financial Officer rule making authority.

Definitions

- Section 273.01(1), F.S., provides:
(1) “Custodian” means any elected or appointed state officer, board, commission, or authority and any other person or agency entitled to lawful custody of property owned by the state.

Custodian's Delegate

- Section 273.03, F.S., provides:
The custodian shall be primarily responsible for the supervision, control, and disposition of the property in his or her custody but may delegate its use and immediate control to a person under his or her supervision and may require custody receipts.

Chapter 273, Florida Statutes

- 273.02 – Record and inventory of certain property
- 273.025 – Financial reporting for recorded property
- 273.04 – Property acquisition
- 273.05 – Surplus property
- 273.055 – Disposition of state-owned tangible personal property
- 273.09 – Penalty

Florida Administrative Code

- Chapter 69I-72 of the Florida Administrative Code reflects the Chief Financial Officer's rules related to inventory.

Ch. 69I-72, F.A.C.

- 69I-72.001 – Definitions
- 69I-72.002 – Threshold for Recording Tangible Personal Property for Inventory Purposes – Value or cost of \$1,000.00 or more and having a projected useful life of one year or more
- 69I-72.003 – Recording of Property – 15 required data elements for each property item
- 69I-72.004 – Marking of Property
- 69I-72.005 – Certification of Surplus Property and Property Disposition – references ss. 273.04, 273.05, and 273.055, F.S.
- 69I-72.006 – Inventory of Property – physical inventory at least once every fiscal year (July 1 thru June 30 per Rule 69I-72.001(10), F.A.C.)
- 69I-72.007 – Capitalization of Property

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- Finding No 4: Annual Physical Inventory of Property
 - Three agencies did not include the name and signature of the person conducting the inventory and whether the property items were located – a custom report can be created in BOMSWEB that captures 12 of the 14 required pieces of information – Rule 69I-72.006(2), F.A.C.
 - Six agencies did not include the present condition of the property items – Rule 69I-72.006(2)(f), F.A.C.
 - Two agencies did not include the physical location of the property items – Rule 69I-72.006(2)(g), F.A.C.

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- Four agencies did not include the name of the custodian of the custodian’s delegate with assigned responsibility for the property items – Rule 69I-72.006(2)(h), F.A.C. – not an option at this time but a request for a field designating a custodian or delegate has been submitted to CIP.
- Four agencies did not include the State standard class code – Rule 69I-72.006(2)(i), F.A.C. – BOMSWEB can include the BOMS class code in the custom report. The BOMS class code ties back to a State standard class code in the configuration section.

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- **Finding No. 5: Property Records**
 - Seven agencies did not include the method of acquisition and, for purchased items, the Statewide document (voucher) number obtained from FLAIR – Rule 69I-72.003(3)(i), F.A.C. - a request has been submitted to CIP to change the “JAC No” field to accommodate this requirement
 - Four agencies did not include the date the property item was last physically inventoried and the condition of the item at that date – Rule 69I-72.003(3)(m), F.A.C.
 - Four agencies did not include the surplus property information regarding the value and condition of the property, as well as the property disposal information – Rules 69I-72.003(3)(n) & 69I-72.005(5), F.A.C., and s. 273.05(5), F.S.

Surplus and Disposal

- Section 273.05(1), F.S. – The custodian may classify as surplus any property in his or her custody that is obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function as to any activity or location under his or her supervision.
- (2) Each custodian shall appoint one or more review boards...
- (3) ...surplus shall be certified as such...
- (4) Each custodian shall promulgate rules or guidelines...
- (5) The custodian shall maintain records...
 - Rule 69I-72.005(2), F.A.C., lists the 4 pieces of information required for each item certified as surplus.

Surplus and Disposal

- Section 273.055(1), F.S. – The custodian must provide written authority prior to the disposal of property.
- (2) Custodians shall maintain records...
- (3) Custodians may dispose of property certified as surplus by:
 - Selling or transferring it to any other governmental entity;
 - Selling or donating it to a private nonprofit agency (273.01 (3) defines what a nonprofit agency is)
 - Selling the property through a sale open to the public
 - Entering into a contract ... which will facilitate the final disposition of the property
- (4) Approval by DMS is required prior to the disposal of motor vehicles, water craft, or aircraft.
- (5) All moneys received ... must be retained by the custodian...

Questions?

