

	<b>COUNTY OF SAN BERNARDINO STANDARD PRACTICE</b>	<b>No. 11-04 SP2</b> <b>PAGE 1 OF 2</b> <b>EFFECTIVE DATE</b> February 14, 2017
<b>POLICY: PROCUREMENT OF GOODS, SUPPLIES, EQUIPMENT AND SERVICES</b> <b>SP: Fixed Assets</b>		<b>APPROVED</b> <b>GREGORY C. DEVEREAUX</b> Chief Executive Officer
<b><u>PURPOSE</u></b>		
<p>The purpose of this standard practice is to set authority, responsibility and procedures for the purchase of fixed assets in accordance with County Policy 11-04.</p>		
<b><u>DEPARTMENTS AFFECTED</u></b>		
All County agencies, departments, and Board-governed Special Districts		
<b><u>DEFINITIONS</u></b>		
<p><b>Fixed Asset</b> – Equipment with a unit valuation of \$5,000 or more and a useful life of one-year or more, including equipment for capital improvement programs. This does not include a part valued over \$5,000 if it is purchased to bring the existing fixed asset to its original state or condition.</p>		
<p><b>Unit Valuation</b> – Acquisition cost which includes 1) purchase price or construction cost, before trade-in allowance, less discounts; 2) freight, transportation, and installation costs; and 3) sales or use tax. Unit valuation does not include interest charges from financing arrangements.</p>		
<p><b>Lease-Purchase</b> – Lease of assets that may extend over several months or years and upon the conclusion of the term results in County ownership.</p>		
<b><u>PROCEDURES</u></b>		
<ol style="list-style-type: none"> <li>1. Purchases and Lease-Purchases of Budgeted Fixed Assets           <p>Purchases and lease-purchases of equipment specified as part of the adopted annual budget appropriation or quarterly-cycle Board of Supervisors approval shall be considered as meeting all approval requirements. Requisitions for these items shall be initiated by the department and forwarded directly to the Purchasing Agent. The Purchasing Department will be responsible to obtain lease-purchase financing and will obtain approval for lease-purchase agreements from County Counsel and the Board of Supervisors.</p> </li> <li>2. Requests for Purchase or Lease-Purchase of Unbudgeted Fixed Assets, including Substitutions for Budgeted Items.           <ol style="list-style-type: none"> <li>a. Purchase of Unbudgeted Fixed Assets under \$10,000 Unit Value:               <p>The Chief Executive Officer or designee has authority to approve the purchase of all unbudgeted fixed assets, including substitutions, which do not exceed a unit value of \$10,000, in response to a request from an Assistant Executive Officer, Deputy Executive Officer or Department Head. A request form is available from the Purchasing website for this purpose.</p> </li> <li>b. Purchase of Unbudgeted Fixed Assets of \$10,000 Unit Value or over:               <p>Board of Supervisors approval is required for purchases of unbudgeted fixed assets, including substitutions for budgeted items, for a unit valued at \$10,000 or more. Approval should be requested in a quarterly budget report or in a separate Board agenda item.</p> </li> </ol> </li> <li>3. If actual cost of a fixed asset would exceed the budgeted or previously approved amount by no more than 10%, the Purchasing Agent shall secure the approval of the appropriate</li> </ol>		

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department head prior to the purchase or acquisition. In such cases, no further approval of the Board of Supervisors or County Administrative Office is necessary.

**LEAD DEPARTMENT**

Purchasing Department