

	<p>Title: Small and Attractive Assets Policy</p> <p>Number: 405</p> <p>Effective: October 15, 2019</p> <p> Cancels: January 19, 2016</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2019-28</p>
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POL-405 SMALL AND ATTRACTIVE ASSETS POLICY

This policy applies to all MTA employees and board members.

1.0 Purpose

The purpose of this policy is to define small and attractive assets that do not meet Mason Transit Authority’s (MTA) criteria of a fixed asset and are particularly at risk or vulnerable to loss; and to provide accountability and control of such.

2.0 Definition

Small and attractive assets are fixed assets with a life greater than one (1) year; that management has identified as being particularly vulnerable to loss; and that the purchase price (original) is greater than \$300. Items with a value greater than MTA’s capitalization level of \$5,000 are not considered small and attractive assets. (See also: Washington State Office of Financial Management’s *State Administrative & Accounting Manual (SAAM)* Policy Number 30.40.20)

3.0 Description

Department Managers or designees will identify small and attractive assets upon purchase. For illustration purposes the following have been identified as small and attractive assets, but are not limited to: cameras, computer equipment, shop tools, radios, scanners, cell phones, and audio/video equipment. Attractive assets are not to include items that are very small in nature or of minimal monetary value, like calculators, keyboards, staplers, wrenches, etc. In addition, this policy excludes items that are consumed or used up.

4.0 Responsibility

Each Department Manager or their designee will be responsible for tracking small and attractive assets and will conduct an inventory at least every other calendar year. Each department will maintain their list electronically. A copy of each inventory list will be provided to Administrative Services for monitoring and consolidation into MTA’s Small and Attractive Listing. (SAAM 30.40.10, 30.40.20, and 30.45.10)



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5.0 Asset Identification Tags

Each asset that is added to a department's Small and Attractive Asset list will contain the serial number, model number, and other key-identifying characteristics. The asset will also be given a unique asset ID by the Administrative Service Department that, if feasible, will be physically placed on the asset whether it be an ID sticker or mark. These stickers or markers will not be tampered with, destroyed, or removed unless authorized by Administrative Services due to transferring departments or designating as surplus.