



Ohio | Department of Taxation

POLICY

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Policy: Asset Management	Number: ODT-203	Effective: July 1, 2016
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1. Authority

The Tax Commissioner issues Ohio Department of Taxation (herein referred to as the "Department") Policy ODT-203 in accordance with Ohio Revised Code (O.R.C.) § 5703.05. O.R.C. § 5703.05 grants the Tax Commissioner powers, functions, and duties including the authority to manage and direct the Department's operations.

2. Purpose

The purpose of this policy is to establish responsibilities and roles associated with State owned assets.

3. Applicability

This policy applies to all Departmental employees and contractors.

4. Definitions

- 4.1. **Asset** – Any State owned property acquired for use in the operation of the Department and that additionally meets the reporting criteria/cost threshold as determined by the Department of Administrative Services (DAS) Asset Management Policy and/or the Department.
- 4.2. **Asset Tag** – A self-adhesive tag used to safeguard and identify State owned assets.
- 4.3. **Book of Record** – The single and official source, such as an asset management system, where all data, activity and/or calculation of depreciation for a State owned asset is recorded and reported from; the Department's Book of Record is the OAKS – Asset Management Module. (OAKS = Ohio Administrative Knowledge System).
- 4.4. **Caretaker** – An individual who oversees shared assets used by a designated group or organizational unit. Generally, these assets are located in common areas, conference/training rooms, or are used by other employees and contractors for short term purposes.
- 4.5. **Custodian** – An individual who is issued a Department asset.
- 4.6. **In-House Physical Inventory Certification** – A sign-off from the Division's Signature Authority for those required to perform their own physical inventory.
- 4.7. **Executive Officer** – The Department's Chief Fiscal Officer who is ultimately responsible for the custody and care of all of the Department's assets.

- 4.8. **Inventory Control Officer** – An individual, in the Budget and Fiscal Division, responsible for overseeing the Department's Asset Management Policies and Procedures, "Official" State asset records and Inventory Coordinators.
- 4.9. **Inventory Coordinator** – An individual who is assigned to assist the Agency Inventory Control Officer with the stewardship duties for maintaining a portion of the Department's assets.
- 4.10. **IT Asset** – Any desktop computer, laptop computer, server, virtual machine, peripheral device, telecommunication and network equipment owned by the Department.
- 4.11. **Loaned Asset** – Any equipment given to the Department for temporary use on the condition that it be returned to the lender, based on a time period and/or when a specified condition is or is no longer met, without compensation.
- 4.12. **Physical Inventory** – A physical count of all inventoried Department owned assets.
- 4.13. **Sensitive Asset** – Any equipment that has a value of \$500 or more, and/or that may be deemed highly vulnerable to theft.
- 4.14. **Shared Asset** – Any equipment that is being used by multiple Department employees and/or contractors or that is located in a common area for general Department use.

5. Policy

The Department provides assets to support the official duties of the Tax Commissioner and Department employees and contractors. It is necessary to maintain accurate records to ensure that all State owned assets are properly accounted for and tracked.

5.1. Policies of the Department of Administrative Services (DAS) with applicability to Asset Management

5.1.1. Department employees and contractors must comply with DAS Asset Management Policies and Procedures, State Surplus Property Turn-In Policies and Procedures, and Statewide Information Technology (IT) Standards. Copies of these policies and procedures may be obtained from DAS's website (<http://www.das.ohio.gov>).

5.2. Roles and Responsibilities

5.2.1. Executive Officer

In addition to the responsibilities outlined in the DAS Asset Management Policies and Procedures, the Department Executive Officer is assigned the added responsibilities as follows:

5.2.1.1. Acts as the Department's signature authority for the Annual Inventory Activity Certification form.

5.2.1.2. Is responsible for designating who will act as the Department's Inventory Control Officer.

5.2.2. Inventory Control Officer

In addition to the responsibilities outlined in the DAS Asset Management Policies and Procedures, the Department Inventory Control Officer is assigned the added responsibilities as follows:

5.2.2.1. Is responsible for overseeing all aspects of the Department's perpetual inventory of State owned property to ensure updates are current and accurate in the OAKS Asset Management Module, as well as, ensuring Department asset management policies and procedures are in accordance with O.R.C. § 125.16.

5.2.2.2. Is responsible for determining the need of Department Inventory Coordinators and providing guidance to them as needed; ensuring Inventory Coordinators are in compliance with all Department and DAS policies and procedures.

5.2.3. **Inventory Coordinator**

In addition to the responsibilities outlined in the DAS Asset Management Policies and Procedures, a Department Inventory Coordinator is assigned the added responsibilities as follows:

5.2.3.1. If assigned to do so by the Department Inventory Control Officer, is responsible for performing the physical inventory on the portion of the inventory they have been assigned to maintain; must complete the In-House Physical Inventory Certification, to be signed-off by the Inventory Coordinator or the Division's Signature Authority; submit the In-House Physical Inventory Certification with supporting documentation.

5.2.3.2. Is responsible for providing the Inventory Control Officer with updates, in a timely manner, regarding changes to the status, location, custodianship, etc. of an asset.

5.2.3.3. Is responsible for keeping shared and/or in-storage assets, if applicable, in a secure location, in an orderly fashion to be easily accessible when performing a physical inventory.

5.2.4. **Caretaker**

5.2.4.1. Is responsible for maintenance and care of any shared asset located in common areas and ensuring the security of the asset.

5.2.4.2. Is responsible for maintaining a check out/in log (loaned IT asset tracking sheet for IT assets) for any shared equipment that is assigned to be temporarily used by Department employees and contractors; is responsible for keeping shared assets, used in this manner, in a secure location that is designated for storing these assets in an orderly fashion to be easily accessible when performing a physical inventory.

5.2.4.3. Will be assigned as the equipment custodian by his/her name in the Book of Record.

5.2.5. **Custodian**

5.2.5.1. Is assigned as the primary user of the equipment on a daily basis to conduct State business; will be required to acknowledge receipt of asset at the time of delivery and will be listed as the asset custodian by his/her name in the Book of Record; he/she will be responsible for properly securing, maintaining, and accounting for all of their assigned assets.

5.3. Inventory Thresholds

- 5.3.1. The Department will inventory any purchased (including lease to purchase) equipment according to the dollar thresholds established in the DAS Policies and Procedures, and maintain asset information in the Department's Book of Record.
- 5.3.2. The Department will inventory any purchased (including lease to purchase) equipment that has been deemed to be a sensitive asset and maintain asset information in the Department's Book of Record.

5.4. Inventory Labels

- 5.4.1. All equipment classified as an inventoried asset must have a bar-code asset tag affixed to it, if it is physically possible to do so, by the Inventory Control Officer, Inventory Coordinator, or designee and must be done within 15 days of receipt of the equipment.
- 5.4.2. For assets where it is not physically possible to affix the asset tag, the equipment shall still be assigned an asset tag by the Inventory Control Officer and the tag will be kept on file with all purchasing documentation in the Budget and Fiscal Division.
- 5.4.3. All unused asset tags will be stored in the Budget and Fiscal Division and will be assigned to an Inventory Coordinator and/or equipment as needed; a record of all asset tags (including damaged, replaced, etc.) will be kept for tracking purposes.
- 5.4.4. Placement of asset tags should be consistent for similar assets; easily visible without moving the asset; should not impede regular use of the asset; on a permanent part of the asset; not in a location where it may be subject to excessive wear and will be done by the Department Inventory Control Officer, Inventory Coordinator, or their designee.
- 5.4.5. Any equipment purchased that is not deemed to be an inventoried asset should be affixed with Department of Taxation State of Ohio label.

5.5. Physical Inventory

- 5.5.1. The Department will perform a physical inventory of all inventoried assets on an annual basis.
- 5.5.2. The physical inventory completion deadline will be determined by the Inventory Control Officer or designee.
- 5.5.3. Physical inventory will be performed by Department employees that the Inventory Control Officer has assigned to do so.
- 5.5.4. Any Department employee designated to perform the physical inventory will be required to submit a signed In-House Physical Inventory Certification form with supporting documentation.
- 5.5.5. Physical inventory must consist of a physical item count of property with verification by manual observation, barcode scanning, or any combination of the two to identify each asset.
- 5.5.6. Physical inventory is to assure that each asset is current on the Department's Book of Record with regard to the assets status, location and custodial information.

- 5.5.7. Discrepancies between physical inventory records and the Department's Book of Record must be investigated so that asset records may be updated to reflect current and accurate information.
- 5.5.8. The Department Executive Officer, Inventory Control Officer, and/or Office of Internal Audit may at any time deem it necessary to perform a special physical inventory which may consist of a particular class of assets and/or be contained to any particular Location, Division, or Unit/Section within the Department.

5.6. Employee Separations

5.6.1. IT Assets

- 5.6.1.1. Treatment of IT assets for separated employees or contractors must follow the process established in the ISD Computers and IT Asset Management Policy.

5.6.2. Non-IT Assets

- 5.6.2.1. Once a Department employee or contractor has separated from service the asset(s) that had been assigned to them must be returned to the designated storage/warehouse area; the Inventory Control Officer will work with the Supervisor.
- 5.6.2.2. No other Department employee or contractor, supervisor, or administrator is permitted to keep or store a separated employee or contractor's assets unless approval has been received from the Inventory Control Officer or their designee.
- 5.6.2.3. No Department employee or contractor may switch out equipment with a separated employee or contractor without prior approval from the Inventory Control Officer or their designee.

5.7. Equipment Requests

- 5.7.1. All requests for equipment must be done so through the designated Divisions as outlined below:
 - 5.7.1.1. Information Technology Equipment – Information Services Division (ISD)
 - 5.7.1.2. Audio Visual Equipment – Organizational Development (Org-D)
 - 5.7.1.3. Special Needs Equipment – Human Resources (HR)
 - 5.7.1.4. Wired Telephone Equipment (except fax machines) – Information Services Division (ISD)
 - 5.7.1.5. Wireless Equipment (cell phones, data devices, etc.) – Information Services Division (ISD)
 - 5.7.1.6. Copiers, Fax Machines, All Other Equipment - Budget and Fiscal

5.8. Disposal of Equipment and Inventoried Assets

- 5.8.1. Only authorized Department employees shall be permitted to deem equipment/assets as disposable/salvageable.

- 5.8.2. All disposals shall follow the guidance of O.R.C. § 125.13.
- 5.8.3. All disposals must be done so through the DAS State and Federal Surplus program (unless prior approval is received from DAS) and must be accompanied by a Surplus Property Turn-In Document.
- 5.8.4. Authorized Department employees disposing of equipment/assets must forward a copy of the Surplus Property Turn-In Document to the Inventory Control Officer within five days from the date on the form(s).
- 5.8.5. Equipment/Assets being transferred to other State agencies must receive approval from State Surplus using form ADM-3672.

5.9. Lost, Missing, or Stolen Equipment and Inventoried/Non-Inventoried Assets

5.9.1. IT Assets/Equipment

The treatment of lost, missing, or stolen IT assets must follow the process established in the ISD Computers and IT Asset Management Policy. The IT Security Manager must notify the Department's Inventory Control Officer and Executive Officer immediately upon receiving notification. A copy of all pertinent documentation, including a law enforcement report, if applicable, must be submitted to the Budget and Fiscal Division.

5.9.2. Non-IT Assets/Equipment

If any other asset/equipment is deemed to be lost, missing, or stolen, employees or contractors must report it immediately to their supervisor and the Lost or Stolen Devices Report Form must be completed and forwarded, with a copy of the law enforcement report, if applicable, to the Budget and Fiscal Division.

6. Administrative Consequences for Violations

Employees or contractors may be subject to disciplinary action, up to and including termination or contract termination, or may be held civilly or criminally liable, for failure to follow this and other policies related to the Department's equipment and assets.