


Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
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IMPP OWNER: FINANCE AND BUDGET OFFICE - PROPERTY		

POLICY

It is the policy of the Commission to ensure strict accountability and accurate records of Commission-owned property. The procedures listed in this section are designed to facilitate this policy.

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5.8.1 DEFINITIONS

- A. **Cannibalize** - To remove serviceable parts from surplus property to repair other Commission-owned property.
- B. **Current Fair Market Value** - The assessment of a property item's worth using these methods and in the following priority order:
 - a. If original cost is known, Florida State standard depreciation schedule for GASB 34 (see the Asset Management Section for assistance).
 - b. Book value from professional publications such as Gun Digest or N.A.D.A. Official Used Car Guide.
 - c. Value established by an appraiser or other applicable product professional.
- C. **Exchange Property** - Surplus property the Property Custodian wishes to use as a trade-in for the purchase of property.

- D. **FLEET Inventory** – Items required to be tracked and reported to DMS.
 - a. Automobiles (e.g., coupes, sedans, hatchbacks, station wagons)
 - b. Light Trucks (e.g., pickups, chassis-cabs, vans, sport utility vehicles)
- ii. Small Vehicle or Equipment, only if: Designed Primarily for Transporting Persons and Legal to Operate on Public Roads (i.e., with license plate) (e.g., motorcycle)
 - a. Large Vehicle (> 1 ton) or Equipment, only if: Designed Primarily for Transporting Persons and Legal to Operate on Public Roads (i.e., with license plate) (e.g., bus, minibus)
 - b. Watercraft (boats, airboats, personal watercraft)
 - c. Aircraft (e.g., airplanes, helicopters)
 - d. Heavy Equipment (e.g., tractors, crawlers, forklifts)
- B. **Mobile Equipment In-Service Date** - Mobile equipment is “in-service” when any required FWC decals or other markings and equipment are in or on the equipment and the tag and fuel card have been received by the custodian or the assignee.
- C. **Motor Vehicle** – As defined in Section 287.14 (2), F.S., automobile, light truck, airplane or other vehicle designed primarily for transporting persons.
- D. **Non-inventoried Surplus Property** - Commission-owned equipment whose original cost was \$100 or more is not recorded in the Commission's property records and is uneconomical, inefficient, obsolete or serves no useful function.
- E. **Non-solicited Donation** - A representative from the Commission contacts a private non-profit agency to offer surplus property by donation.
- F. **Notification of Missing Property Form** – The document used to record missing property. This form should be submitted if the item cannot be inventoried or is known to be missing.
- G. **Off-site Inventory Form** – The form used to obtain certification from the entity to which an asset is assigned for temporary use. The form attests to the existence and condition of the item and is to be used in lieu of physical inventory by a Property Analyst.
- H. **Priority Disposal** - The procedure followed to dispose of property that constitutes a health, safety or environmental hazard.
- I. **Private Non-profit Agency** - Non-profit charitable organization as defined in Section 273.01, F.S., which is tax exempt under the provisions of the Internal Revenue Code and has as its principal mission: public health and welfare; education; environmental restoration and conservation; civil and human rights; or the relief of human suffering and poverty.
- J. **Property** - Equipment, fixtures and other tangible personal property of a non-consumable and non-expendable nature, whether donated, constructed or purchased, the value or cost of which is \$5,000 or more, and hard-back, covered, bound books, the value or cost of which is \$250 or more. All firearms, computers, buildings, mobile radios, mobile equipment and confiscated equipment, regardless of cost, shall be entered into the property records. Mobile Equipment is defined as vehicles, vessels, trailers, tractors, UTV/ATV, etc.
- K. **Property Analyst** – FWC employee dedicated to the Region, FWRI or headquarters to process property related items, i.e., conduct annual inventory, process SPD's or process PTR's.
- L. **Property Custodian** – The employee assigned by the appropriate D/O Director the responsibility for property recorded in specified FLAIR organization codes.
- M. **Property Donation/Confiscation Information Tracking (PDCIT)** – Form required to document donated/confiscated property information to be added to property inventory.
- N. **Property Loan Agreement** – The form used to document the temporary transfer of custody of a Commission property asset to an outside entity.

- O. **Property Number Decal** – The tag affixed to each piece of inventoried property. This decal shall only be affixed by Property Analysts in the respective Region, FWRI and headquarters.
- P. **Property Transfer Receipt (PTR)** - The document used to record the receipt or transfer of property.
- Q. **Purchasing Card Property Number Request Form** – Form used to request property number for items purchased using a Purchasing Card.
- R. **Recycle** - The disposal of surplus property that has value as scrap.
- S. **Request to Dispose of Mobile Equipment (DMS-MP6401)** – DMS form which is used to document the request to dispose of Mobile Equipment.
- T. **Scrap Property** - Property that is unusable by the Commission, obsolete, irreparable, broken, unserviceable, a health or safety hazard or estimated to have no monetary value.
- U. **Solicited Donation** - A private non-profit agency contacts a representative of the Commission requesting the donation of a particular item.
- V. **Standard Order of Disposal Methods** - The priority order to discard property is as follows:
 - AA. **Statewide Property Administrator** – The Supervisor of the Asset Management Section serves as this role, which ensures the Commission and State asset management policies and procedures are followed.
 - AB. **Surplus Property** - Property that is uneconomical, inefficient, obsolete or serves no useful function to any Division/Office (D/O) within the Commission.
 - AC. **Surplus Property Review Board Chairman** - A Surplus Property Review Board will be established in each region, FWRI and headquarters. The appropriate Property Analyst will serve as the chairman of each region's review board. The Statewide Property Administrator will serve as the chairman of the headquarters review board. The purpose is to review and authorize disposal methods for surplus property.
 - AD. **Surplus Property Declaration (SPD)** – The document used to request and approve the surplus of Commission property
 - AE. **Surplus Property Review Board** - Section 273.05(2), F.S. requires a surplus property review board be established for the review of surplus property disposition. Board membership in each Region shall consist of a Property Analyst (or the Statewide Property Administrator at headquarters) as chairpersons (Review Board Chairman) and a representative of each Division/Office (D/O).
 - AF. **Tag and Fuel Card Request Form** – Form used to request a new/replacement tag and/or fuel card

5.8.2 – PROPERTY ACQUISITIONS

Property will be assigned a property number decal and entered into the property records. The Statewide Property Administrator will send the appropriate Property Analyst an email with the property number. The Property Analyst will print the property number decal and attach the property number decal to the property.

Property number decals shall be attached to a Property Decal Assignment Form from the Asset Management Section and sent to the appropriate Property Analyst. Property Analysts shall affix all property number decals or, when their placement is infeasible or would cause unreasonable delays in placement, shall forward property number decal(s) to custodians for placement of assigned number on the described property either by affixing the property number decal or painting or die-stamping the number on the property. Instructions in the memorandum will indicate a standard placement location for the property number. The Property Analyst will confirm the custodian's completion and appropriate placement of the property number through photo or other means.

Property Analysts shall ensure that the original copy of the Property Decal Assignment Form is completed in its entirety (including the provision of serial numbers when applicable), signed, dated and uploaded to ([SharePoint site for Property Number Assignment forms](#)). A copy of the completed Property Decal Assignment Form shall be provided to the Property Custodian for their records.

The Statewide Property Administrator reserves the right to assign property numbers and inventory assets that do not meet the property definition. This action will generally be limited to assets that tend to be mishandled or easily stolen.

The property number decal is to remain on the property item, meeting the property definition, to which it is originally assigned until disposal of the item is authorized by the appropriate Review Board Chairman. If the numbered decal is lost, contact the Asset Management Section for a duplicate decal.

A. Purchases

The following steps will be adhered to when purchasing property:

1. When a purchase order is processed or a purchasing card purchase recorded, the organization code and object code are provided from the coding entered in FLAIR. Items meeting the property definition must be coded to an object code in the 5XXXXX series.
The Asset Management Section reviews the Property Pending file and makes the entries that are necessary to transfer the property items from the Property Pending file to the Property Master File. Purchasing Card holders purchasing property using the P-Card will upload a Purchasing Card Property Number Request Form with the charge in P-card Works. In cases where the cardholder is a super-buyer, purchasing on behalf of a D/O, the individual requesting the purchase be made by the super-buyer should submit the required information to said super-buyer.

2. When multiple organization codes are used, the Asset Management Section shall, for record purposes, assign new property to the first organization code specified on the purchase order or the code with the highest dollar value (unless otherwise specified in writing). If the new property is subsequently transferred to another organization code, a Property Transfer Receipt (PTR) must be initiated by the Property Custodian to whom the property was originally assigned.

- a. **Contract Acquisitions**

Formal contracts may include the purchase of property, as defined herein, to be transferred to the Commission upon satisfactory completion of the contract. This acquisition will meet the requirements of F.A.C. 60A-1.017 that states, "Construction contracts or contracts which include services that provide for a vendor to purchase tangible personal property as defined in Section 273.02, F.S. for subsequent transfer to the State may be entered into by an agency only under the following circumstances:

- i. When the agency has determined in writing that there is an absolute and demonstrated need to acquire the property through the vendor, as opposed to direct acquisition by the agency
- ii. The agency has provided a means to identify the specific property, including line-item costs, acquired by the vendor for subsequent transfer to and control by the agency
- iii. The agency has, where necessary, specified the quality level of the commodity to be acquired and made provisions for warranty terms, service and transfer of ownership."

The FWC Contract Manager will be responsible for notifying the Asset Management Section when property is acquired through contract. The notification will include information necessary to record the property in FLAIR.

- b. **Forfeitures**

The decision to accept forfeited property with attached liens will rest with the Director of the Division of Law Enforcement. This decision will be made based on whether the Commission has sufficient funds to satisfy any associated liens. The Regional Commander in Law Enforcement is responsible for providing information relating to forfeited property to the Asset Management Section in a timely manner. This information will include the condition and current fair market value of the property in addition to the following:

- i. Automobile & Watercraft
- ii. Original or certified copy of court order
- iii. Fair market value
- iv. Property Donation /Confiscation Information Tracking (PDCIT) form

1. Firearms and Other Property (if determined by Regional Commander in Law Enforcement to meet the definition of property)

- a. Copy of forfeiture order
- b. PDCIT form with forfeiture information completed including the fair market value and the organizational code.

The Asset Management Section shall issue property decals after receiving the above information.

B. Donations

Persons wishing to donate property to the Commission should be referred to the Regional Director of the region in which the potential donor and/or property resides. If the donation is intended to benefit a specific D/O, the donor should be referred to the specific D/O's Director.

The Property Analyst, D/O Director or Regional Director shall obtain a written description of the property, its fair market value and the name and address of the potential donor. The applicable D/O or Regional Director may authorize the acceptance of the donation by signing the description document.

When the donated property is received, the Regional or D/O Director coordinating the donation shall assign the property to an organizational code by completing a PDCIT form. A copy of the description and approval to accept the donation is to be attached to the completed PDCIT form and both shall be forwarded to the Asset Management Section.

Property numbers will be e-mailed to the appropriate Property Analyst for printing and placement on the asset. Except for donated hardback-covered, bound books with a value of \$250 or more, property donated with an estimated value of \$5,000.00 or greater will be issued a property number.

The D/O or Regional Director coordinating the donation of real property is responsible for providing all pertinent documentation (original deed, fair market value, etc.) to the Asset Management Section.

C. Transfers from Other Government Entities

1. U. S. Government Surplus

The Statewide Property Administrator is authorized to represent the Commission in the Federal Surplus Property Donation Program. The surplus depot is located in Starke, Florida.

To obtain a federal surplus item, regional personnel must make a written request through their respective D/O Director. If the D/O Director approves the acquisition request, approved copies of the request shall be sent to the Statewide Property Administrator.

The Statewide Property Administrator shall sign and complete the transfer documents between the Commission and the Federal Government. Copies of the documents shall be sent to the Statewide Property Administrator.

A PDCIT form will be completed and forwarded to the Asset Management Section when the item meets property definition. The serial number on the item shall be used for identification and control purposes until a property decal is assigned.

2. Department of Management Services (DMS) Law Enforcement Support Office (LESO) Program

The DMS Law Enforcement Support Office (LESO) Program is a federal surplus property program, administered by DMS, available to law enforcement programs. The Division of Law Enforcement Director and up to 4 designees will represent the Commission in this program. The Director or the designees will maintain records required for program participation. A PDCIT form will be completed and forwarded to the Asset Management Section when the item meets the property definition.

3. Other State, County and Municipal Agencies Surplus

D/O Directors may authorize acceptance of surplus property from other state, county and municipal agencies. If the items meet the property definition, a completed PDCIT form and a copy of the transferring agency's documentation referencing the transfer will be forwarded to the Asset Management Section. The transfer document must contain a description and the fair market value of each item.

D. Commission-Constructed Property

The Regional Property Analyst shall be responsible for notifying the Asset Management Section of Commission-constructed property that meets the property definition. In accordance with the Auditor General's rules, labor of Commission employees shall be considered in determining the cost of constructed property.

The Regional Property Analyst shall be notified of all construction in their Region. After construction is complete, the Property Analyst shall ensure that a completed New Building/Construction Information Tracking Form is forwarded to the Asset Management Section. The Asset Management Section shall issue a property decal to the Property Custodian for the constructed property.

E. Inventory Pickups

Property items that, for one reason or another, have been overlooked (not tagged and/or entered into property records) are classified as "inventory pickups" in the property system.

When inventory pickups are brought to the attention of the Asset Management Section, a memorandum explaining the circumstances and a completed Inventory Pickup Form are required from the prospective Property Custodian, including the property number (if

inadvertently dropped from the property records in prior years), date acquired (estimate if actual date is unavailable), description, serial number and fair market value.

The Asset Management Section shall review this documentation and determine if the item will be (re)entered into the property records and notify the Property Custodian to whom the property is assigned.

F. Loaned Items from the Commission

Commission property is generally not loaned to other entities due to insurance coverage issues. However, contractual agreements regarding property loaned by the Commission should require insurance coverage to be provided by the receiving entity during the term of the loan. In addition, any items loaned should be accompanied by a Property Loan Agreement or other documentation supporting the transfer of custody of the item, the requirement for annual inventory inspection and the requirements for the return of the asset at the end of the agreement or other period. A copy of the completed form should be sent to Asset Management within 30 days of temporary transfer of asset to the other entity. The original should be maintained by the Commission's assigned Property Custodian. The location code assigned by Asset Management will reflect the asset as being loaned.

G. Loaned Items to Commission

DMS does not provide insurance coverage for equipment loaned to the Commission that is not property of the State of Florida. If the owner of the item requires insurance for the property, the receiving D/O must purchase the required insurance policy. To purchase insurance, contact the Asset Management Section. They will then contact the Division of State Purchasing at DMS to research and recommend private insurance companies who may provide the required coverage for the loaned property.

Verbal or written agreements may require the Commission to maintain a record of the loaned property. The property will be assigned a property number and recorded with a zero-dollar value. When recorded property on loan to the Commission has been returned to the loaning entity, the Property Custodian must provide to the Asset Management Section correspondence that is signed and dated by the representative of the loaning entity indicating return of the loaned equipment. If the Commission is required to register equipment, such as motor vehicles or watercraft, properly executed manufacturer's statements of origin must accompany the PDCIT form.

1. From Other Government Entities

When the Asset Management Section is required to record property loaned to the Commission by other government entities, the applicable D/O Director must provide a document that fully describes the equipment and is signed and dated by the applicable D/O Director and the head of the loaning agency or his designee. This document must be accompanied by a completed PDCIT form.

2. From the Private Sector

When the Asset Management Section is required to record property loaned to the Commission by an individual or private entity, the applicable D/O Director must provide a document that fully describes the equipment. The document must be signed and dated by the Commission's

Executive Director or his designee and the individual or head of the private company or his designee. This document must be on the private company's letterhead or bear the company seal. The document must be accompanied by a completed PDCIT form. The acquisition of insurance coverage required by the private entity cannot be through the State's property insurance program. Only Commission- owned property can be covered. Coverage can be obtained through DMS from private insurers. The Regional Property Analyst will coordinate obtaining coverage.

Seized Equipment

Procedures for seized equipment should follow the Division of Law Enforcement's General Order 16 in this regard. Seized equipment will become property when it is forfeited and meets the definition of property. See 5.8.2.C for additional info on forfeitures.

5.8.3 – PROPERTY TRANSFERS

Property Transfer Receipt (PTRs) forms shall be completed within 30 days, including all approvals, when changes affect the Property Custodianship. The Property Custodian, as designated by the D/O Director, shall approve PTRs for property transferred to another organization code or to identify necessary changes to the information in the record. The recipient of the property shall physically inventory each item prior to approving the PTR.

When a Property Custodian leaves the agency, the D/O Director will designate the new or temporary Property Custodian and notify the Asset Management Section.

5.8.4 – RETENTION OF REPLACED VEHICLES

A written request to retain vehicles in service must be approved by the applicable D/O Director and a copy shall be forwarded to the Asset Management Section. The request for retained in service vehicle will be submitted and reviewed by the Business Leadership Team (BLT) for assignment. Additionally, these vehicles must be reported to the Legislature each year.

5.8.5 – SURPLUS PROPERTY

Surplus Property is uneconomical, inefficient and obsolete or serves no useful purpose to anyone in the Commission. The following describes the steps that need to be taken to surplus property:

A. Declaration of Surplus Property

Property Items Excluding Motor Vehicles, Watercraft and Aircraft When a Property Custodian determines that a property item meets the surplus property definition, they will submit a Surplus Property Declaration to the appropriate surplus property Review Board Chairman. The Property Custodian will provide, on the surplus form, their recommended disposal methods in accordance with the disposal methods defined herein. For all electronic equipment which does not have value as trade-in on new equipment, the Property Analyst in the respective region will collect and coordinate the disposal. Motor Vehicles, Watercraft and Aircraft

When a Property Custodian determines that a motor vehicle, watercraft or aircraft meets the surplus property definition, they will submit a completed Request for Disposal of Mobile Equipment-DMS-MP6401 form to the Asset Management Section. Prior to submission to DMS, Asset Management will determine if the mobile equipment may be reassigned elsewhere within the Commission.

B. Surplus Property Review Board Chairman's Evaluation

A Surplus Property Review Board will be established in each region, FWRI and headquarters. The appropriate Property Analyst will serve as the chairman of each region's review board. The Statewide Property Administrator will serve as the chairman of the headquarters review board. Each D/O Director will appoint a representative to serve on each Surplus Property Review Board. The review board's purpose is to review and authorize disposal methods for surplus property.

The Review Board Chairman is responsible for evaluating and authorizing Surplus Property Declaration forms for property items with an acquisition cost of less than \$3,000. Surplus Property Declaration forms for items with an acquisition cost of \$3,000 or more will be evaluated by the Review Board Chairman and the appropriate D/O review board member. The disposal authorization will be recorded on the Surplus Property Declaration form in the space provided and signed and dated by the Review Board Chairman. The Surplus Property Declaration form will be forwarded to the Property Custodian for documentation of the disposal. Disposals will be in accordance with the disposal methods referenced in 5.8.5.E.

C. Surplus Property Review Board's Evaluation

The Property Custodian will forward a Surplus Property Declaration form to the appropriate Review Board Chairman. The Review Board Chairman will contact the appropriate D/O Review Board Member for consultation to review surplus requests for items with an acquisition cost over \$15,000 or more to determine the appropriate action for the disposal request. The Review Board Chairman and member will determine and record sequentially the three most appropriate disposal methods in the space provided on the Surplus Property Declaration form. The Surplus Property Declaration form will be approved by the chairman and the Review Board Member evaluating the surplus property request. Disposal authorizations will be in accordance with the disposal methods referenced in 5.8.5.E. When the Property Custodian has executed the disposal, they will document the disposal on the Surplus Property Declaration form and

forward it to the Asset Management Section.

D. DMS Evaluation for Mobile Equipment ONLY

Per 60B-1.010, F.A.C., mobile equipment is to be surplus within 45 business days of replacement equipment being put into service. In order to comply with this requirement, the DMS-MP6401 form is to be submitted by the Property Custodian or the assignee within 30 business days of receipt of replacement equipment and forwarded to the appropriate Property Analyst.

The Property Analyst will forward the DMS-MP6401 form to the Asset Management Section.

Upon receipt of the completed form DMS-MP6401, the Asset Management Section will update the property records to indicate a DMS-MP6401 has been processed. They will then forward a copy to DMS for review and approval in accordance with "The Department of Management Services, Equipment Replacement Criteria". If DMS approves the item to be sold at public auction, they will return the approval notice to the Asset Management Section. If the item is not approved for sale, DMS will notify the Asset Management Section by correspondence. The Asset Management Section will then notify the Property Custodian.

If the approved disposal is other than public auction, DMS will provide written disposal instructions to the Asset Management Section. The Asset Management Section will then forward the written instructions to the appropriate Property Analyst who will document disposal completion. Based on the location or type of property, the instructions of method of disposal may vary. The appropriate Property Analyst will coordinate with Asset Management on the disposal method.

E. Disposal Methods

Property authorized for surplus will be disposed using one or more of the categories listed below. **Methods for disposal of all mobile equipment must be approved by DMS.**

1. Cannibalization

Approval may be granted by the Review Board to cannibalize surplus property. The unserviceable parts will be disposed of as referenced in Scrap Disposal (5.8.5 (5)E).

2. Governmental Transfers

Another governmental entity may acquire the Commission's surplus property. Upon receipt of a written request for the surplus property, the Asset Management Section will notify the requesting agency of the availability of the property. The Property Custodian shall be responsible for coordinating the transfer of the surplus property in their possession. The acquiring agency shall be responsible for transportation costs of the surplus property. When the acquiring agency takes possession of the surplus property, the Property Custodian will obtain a receipt from the agency to which the property was transferred. The receipt must be on the receiving agency's letterhead and signed and dated by the agency representative. If no interest is expressed by other government entities, the surplus property will be disposed of in accordance with the sequential disposal methods authorized by the Review Board.

3. Sales

a. Agency Sales

The Review Board may approve the sale of surplus property. The Review Board's sequence of approved disposal methods will be followed if the surplus property is not sold. For information on revenue disposition from the sale of surplus property, reference Section 273.055 (5), F.S.

Surplus property that has recycle monetary value may be sold to a recycle vendor through a competitive process receiving quotes from at least two vendors. The revenue must be deposited in accordance with the revenue receipt policy. A copy of the receipt from the recycle vendor must be submitted with the completed Surplus Property Declaration form to the Asset Management Section. The receipt will be matched to accounting documentation for verification.

Storage of surplus property to be subsequently sold will be the responsibility of the Property Custodian and coordinated by the appropriate Property Analyst or the Statewide Property Administrator.

b. DMS Sponsored Sales

The Statewide Property Administrator and the Property Analyst will coordinate the transportation arrangements of property awaiting DMS disposal approval. Upon receipt of DMS's "State of Florida Vehicle Pickup List", transportation details will be coordinated between DMS and Commission staff.

Subsequent to the transportation company acquiring the property item, the Property Custodian will send DMS's "State of Florida Vehicle Pickup List" to the Asset Management Section. The pickup list must be signed by the towing company representative and the Commission representative.

The Property Custodian must take possession of surplus property that is not sold by the DMS auctioneer.

B. Donations

Surplus property may be donated to private non-profit agencies.

A. Solicited

A completed Surplus Property Declaration form with a written request from the private non-profit agency on said agency's letterhead attached is submitted to the appropriate Review Board Chairman. The private non-profit agency request must describe said agency's need and purpose for which the requested item(s) will be used.

If the request is approved, the item(s) may be transferred to the private non-profit agency. The Property Custodian is responsible for coordinating the transfer. The transportation costs will be paid by the receiving private non-profit agency. The Property Custodian will obtain a receipt from the receiving private non-profit agency which must be on

their letterhead and signed and dated by the private non-profit agency representative.

a. Non-solicited

A completed Surplus Property Declaration form is submitted to the appropriate Review Board Chairman. If the donation is approved, the Property Custodian may contact a private non-profit agency to offer the item for donation.

The Property Custodian is responsible for coordinating the transfer. The receiving private non-profit agency is responsible for transportation costs. The Property Custodian will obtain a receipt from the receiving private non-profit agency which must be on their letterhead and signed and dated by the private non-profit agency representative.

2. Scrap Disposal

The Review Board may approve disposal of scrap property in a waste receptacle or solid waste site. All local, state and federal environmental regulations will be followed for waste disposal. The Property Custodian will obtain a receipt for solid waste site disposals.

3. Exchange

Request to exchange property will be submitted to the appropriate Surplus Property Review Board (except for motor vehicles, aircraft and watercraft) using a completed Surplus Property Declaration form along with a letter from the prospective vendor. An example of when this may occur is when an item is under warranty. Another example would be if the item does not meet the actual need of the agency and the vendor is willing to exchange for a different model. The item to be exchanged must be described in the letter providing no less than the following information:

- manufacturer's name
- model number
- serial number (if applicable)
- age
- condition
- property number
- date planned for exchange transaction
- the amount that is to be allowed as exchange

Upon receipt of the required documentation, the Review Board Members will record their authorization on the surplus form.

If the exchange is approved, the Property Custodian shall be responsible for completing the exchange. The vendor will pay the transportation costs.

When the transfer to the vendor is complete, the Property Custodian will obtain a receipt from the vendor. The receipt will be on the vendor's letterhead, dated and signed by the vendor's representative and attached to the Surplus Declaration Form.

Motor vehicle, aircraft and watercraft exchange requests will be submitted to the Asset Management Section. To expedite this process, include the letter

required above and a completed DMS-MP6401. Upon receipt of DMS approval for the exchange, the Asset Management Section will forward the approval to the Purchasing Section.

4. Priority Disposals

Email authorization for priority disposals may be granted by one member of any review board. It is the responsibility of the Property Custodian to obtain authorization on a Surplus Property Declaration form which is to include the date of approval and the name of the approving Review Board Member. Disposal methods must adhere to all local, state and federal guidelines.

Upon disposal completion, the Property Custodian will add the following information to the Surplus Property Declaration form:

- a brief explanation of the priority situation,
- signature of the Property Custodian and
- a dated receipt from the recipient of the disposed property.

The original Surplus Property Declaration form and additional documentation will be routed to the approving Review Board Member for signature and forwarding to the Asset Management Section.

B. Completion of Review Board Authorized Disposals

Upon receipt of the disposal approval, the Property Custodian will execute the disposal in accordance with the review board's approved disposal methods. The scrap and priority disposal methods will require a witness. Property items will not be abandoned, and all Commission identification will be removed from the property item(s) prior to disposal.

The Property Custodian will complete the original Surplus Property Declaration form with the following:

- The disposal notation
- The disposal date
- The approval of the Property Custodian and the disposal witness.

The Surplus Property Declaration form and additional required documentation will be forwarded to the Asset Management Section within 30 days of receipt of the disposal approval. Disposed property will be removed from the agency's property records within 14 days of receipt of the completed Surplus Property Declaration form in the Asset Management Section.

C. Disposal of Non-Inventoried Surplus Property

Items that are not maintained on the Commission's inventory records should be surplusized in the following sequential manner:

1. Offered to other Division/Offices
2. Donated to a Non-Profit Organization

Scrap, if no economic value

All electronic equipment should be recycled or sold through the appropriate Property Analyst.

All Commission identification will be removed from the item(s) prior to disposal.

5.8.6 – K-9 RETIREMENTS

Upon the recommendation of the K-9 Training Officer and the K-9 Coordinator or a Review Board Chairman for surplus property and the Division Director or their designee, an animal proposed for retirement from Commission service will be offered first to the donor, second to the Commission handler and then to a Commission employee. Failing this, the animal may be sold or donated outside the agency.

If the animal is placed in a home, the handler must forward to the Asset Management Section a receipt that is signed and dated by the recipient. If euthanasia is required, documentation must be forwarded to the Asset Management Section.

5.8.7 – LOST, STOLEN, MISSING OR DESTROYED PROPERTY

If property is lost, missing, destroyed or potentially stolen, a completed Notification of Missing Property form shall be sent to the Asset Management Section within 30 days of the loss being noted by the employee. The Asset Management Section will forward the form to the Commission's Office of the Inspector General. The Inspector General will administer an investigation of the lost, missing, destroyed or potentially stolen property and report the results to the appropriate D/O Director and copy the Asset Management Section. If the investigation results indicate the property may have been stolen, the Inspector General will require the Property Custodian to file a police report with the local law enforcement agency. If the investigation results do not agree with the submitted form, the Inspector General will require the Property Custodian to amend the form accordingly and resubmit a revised original to the Asset Management Section. The results of the investigation will be recorded appropriately in the Commission's property records. If a property item may have been stolen, a police report shall be attached to the completed Notification of Missing Property form and sent to the Asset Management Section.

If a firearm is reported lost, stolen or missing, the completed Notification of Missing Property form will be forwarded to the Division of Law Enforcement's Investigations Coordinator for verification that the information has been recorded in the Florida Crime Information Center (**FCIC**) and the National Crime Information Center (**NCIC**). computer system. The Investigations Coordinator will note on the Notification of Missing Property form that the information has been entered; sign and date the form and return it to the Statewide Property Administrator immediately.

5.8.8 – PROPERTY INSURANCE

A. Real Property and Building Contents

Buildings and building contents owned by the Commission are insured against

damage resulting from fire, lightning, windstorm, hail, explosion, riot, civil commotion, aircraft, vehicles and smoke. The Fire Insurance Trust Fund coverage is based on building and content values estimated by the Asset Management Section. The appropriate Property Analyst and office manager will review current building contents information, provided by the Asset Management Section, to determine the adequacy of insurance coverage.

Property Analysts and office managers will be responsible for notifying the Asset Management Section of changes to the building contents that may affect the insured value. The Asset Management Section utilizes a contents index provided by the Division of Risk Management to adjust the insurance coverage of the buildings' contents. Building contents should be insured for the replacement value.

The contents insurance coverage does not include the following:

1. Property **not** owned by the State of Florida
2. Vehicles or self-propelled machines
3. Fine art, manuscripts, films, museum collections, artifacts, relics, bullion
4. Property that has been declared surplus
5. Accounts, bills, currency, deeds or other evidences of debt, money notes or securities
6. Animals
7. Grain, hay, straw, fertilizer, seed or chemicals

The Statewide Property Administrator similarly uses a nationally recognized building insurance index to adjust the insurance coverage of the buildings. New buildings will be insured as they are constructed or purchased. The appropriate Property Analyst and office manager will review current information or provide new building information in writing, required to determine the appropriate building insurance coverage. Property Analysts and office managers are responsible for notifying the Asset Management Section in writing of changes to the buildings that may affect the insured value. Buildings should be insured for the actual cash value.

Property Analysts shall be responsible for immediately notifying the Statewide Property Administrator by telephone of all damages to or losses of real property in their respective regions. A follow-up letter explaining the damage or loss shall also be sent to the Statewide Property Administrator. The appropriate Property Analyst is responsible for providing the necessary information for the claim. The following applicable Department of Financial Services (DFS) form will be completed and forwarded to the Asset Management Section:

1. Statement - Lightning Loss
2. Notice of Property Loss

The insurance has a \$2,500.00 deductible per occurrence. The Asset Management Section is responsible for notifying DFS of any loss claims and ensuring that subsequent reimbursement for reported losses is received.

B. Equipment

The Commission is self-insured for all damage to and loss of its vehicles and equipment by Commission employees. DFS provides liability insurance for property accidents for which the Commission has been determined to be legally liable. In consultation with appropriate D/O and FWC's Legal Office, the Asset Management Section is responsible for seeking reimbursement from private entities found to be legally liable for accident related FWC equipment losses. Reference IMPP 5.3.8 for additional information on equipment damage and accident reporting.

5.8.9 – ISSUANCE OF FLEET FUEL CARDS & VEHICLE LICENSE TAGS & REGISTRATION

A Property Custodian may request fuel cards, license tags and registrations by submitting a Tag and Fuel Card Request Form to the Asset Management Section through the appropriate D/O approval.

A. WEX Card

1. The State of Florida utilizes the WEX Card. FWC utilizes two types of WEX Cards: Equipment Cards and Employee Cards.
2. New or replacement WEX Cards are distributed through the Property Analysts to vehicle or equipment assignees.
3. Restrictions on the use of the WEX Card are:
 - a. The WEX Fuel Card may be used for the purchase of fuel, maintenance and repairs, oil and other fluids, parts and service, and roadside assistance. Please consult your respective D/O Leadership for utilization of the WEX Card
 - b. Employee cards are assigned to an individual employee. The primary purpose of employee cards is the procurement of fuel for items not tracked in Fleet Information Management System (FIMS). If allowed by your D/O an employee card may be used to purchase bulk items such as oil, wiper blades, etc. or in an emergency if an equipment card has not arrived.
 - c. An equipment card is assigned to a specific vehicle or piece of equipment. These cards should only be used for the specific vehicle or piece of equipment to which they are assigned. Purchases on the Equipment card should only be for the equipment needs for the month you are reporting on your Monthly Equipment Log unless it is an emergency

B. Vehicle License Tags or Vessel Registration

Upon receipt of a new vehicle or vessel, the Property Custodian will submit the following to the Asset Management Section, as appropriate:

- A completed Tag and Fuel Card Request form
- The original Manufacture Statement of Origin (MSO)
- An Application for Certificate of Title (for vehicles or ATVs)

Temporary tags are received with the vehicle from the car dealer. The Asset Management Section will request a permanent vehicle registration and license tag from the Department of Motor Vehicles. Upon receipt, the permanent vehicle registration and license tag will be forwarded to the Property Custodian for placement on the vehicle. The vehicle license tag and registration will remain with the corresponding registered vehicle and

may not be transferred to another vehicle.

Also included with the tag will be an FWC Equipment Information Form to be completed and returned to the Asset Management Section within 15 business days of the date vehicle is put in service. "In service" means the tag, registration, fuel card and any required decals or other markings and equipment are in or on the vehicle. The information obtained from the Equipment Information Form is used to create the equipment record in the FIMS. DMS requires that tracking and reporting begin in FIMS once the equipment is put in service. The information is required to be timely submitted so that FWC will be compliant with DMS requirements.

On an annual basis, all vessel registrations are required to be renewed. The Asset Management Section will work with the Department of Motor Vehicles and the appropriate D/O to determine which vessels should be renewed and request issuance of the new registration and decals. Property Analysts will work with Property Custodians to disseminate and affix the registration and decal by June 30 of each year.

D. Replacement of Lost or Stolen WEX Cards and Vehicle License Tags When a WEX card or a license tag is lost or stolen, the Property Custodian shall notify the Asset Management Section as soon as possible by email or telephone. The Property Custodian may request a new WEX card or license tag by submitting a Tag and Fuel Card Request form.

5.8.10 – ANNUAL PROPERTY INSPECTIONS

As required by statute and rule, a physical inspection of all Commission property must be performed annually. Any property not physically inspected must be reported as lost, missing, destroyed or stolen and a thorough investigation must be made. See 5.8.7 for more information on reporting lost, missing, destroyed or stolen items. If the investigation determines that the item was stolen, the individual property record shall be so noted, and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.

A. Physical Inventory

Property Analysts shall coordinate and conduct the annual inspection of all Commission property. The Commission's annual physical inventory process consists of a scanning phase and a reconciliation phase. The scanning phase is the most critical period in the annual property inspection process as it is the one in which the Property Analysts and the Property Custodians work most closely together to ensure all items are physically located and

inspected. This phase involves the electronic scanning of the item's affixed property number decal or input of item's affixed property number or serial number into a handheld scanner, if the decal is unscannable. In some instances, it may not be feasible or cost effective to make a physical inventory of property that has been temporarily assigned an off-site location, i.e., to another entity. In such instances, in lieu of a physical inventory, the Property Custodian shall obtain a certified statement via completion of the Off-site Inventory Form from the other entity attesting to the existence, location and condition of the property.

During the scanning phase, there are other key asset management activities that are conducted. The inspection gives the Property Analyst the opportunity to review the condition of the items to determine if they should be disposed or surplus due to poor condition, etc. The inspection also gives Property Analysts an opportunity to identify any untagged or unrecorded items and to determine if the location and Property Custodian are correct.

The scanning phase is the longest phase, the length of which is dictated by Asset Management. It generally begins in January and concludes in April. The reconciliation phase begins immediately upon completion of the scanning phase and extends only a few weeks, concluding with a certification of inventory to the Executive Director in June. During the reconciliation phase, items not located during the scanning phase must be located and attested to by the custodian or their designee, or be reported as lost, missing, destroyed, or stolen. During this phase, noted differences such as location, condition, and Property Custodian shall be investigated and corrected as appropriate or, alternatively, the item shall be relocated to its assigned location and custodian or custodian's delegate shown in the individual property record.

As described in 5.8.7, all items reported as lost, missing, destroyed or stolen must be reported to the Commission's Office of Inspector General for investigation and disposition. Upon completion of OIG review, the item will be noted as such in FLAIR by Asset Management.

E. Property Write Off

Items reported as lost, missing or stolen the first inventory period will be included in the next year's inventory list to provide an additional opportunity to locate the property. Items not located after the second inventory inspection will be reported to DFS as missing. Only after DFS approval may the item(s) be removed from the agency's property records in FLAIR. The annual property write-off request is sent to DFS no later than September, upon completion of all scanning and reconciliation processes.

FORMS

FORM NUMBER	FORM TITLE

Approved: **Thomas Eason**
Eric Sutton, Executive Director or Designee

Date: **February 18, 2021**

History: Est.: 04/02/2001 Rev. 05/12/2008, 09/22/2014, 02/18/2021