

Annual Equipment Inventory Guidelines

- Inventories must be completed using forms **250-A Fixed Assets (Capital)**, **250-B Portable Assets**.
- All Inventory forms should be sent to the Property Unit via Department mail or via email to propunit@fire.lacounty.gov.
- Department assets can be identified by either a County or Department asset tag.
 - Fixed Asset (Capital) tags are for all equipment with a value meeting or exceeding \$5,000. These tags are a 6 digit number, no letters. Any equipment with an assigned “F” number does require a tag and should be reported using the F” number as the identifier.

 - Portable Asset tags are for all equipment with a value under \$5,000. These tags are a 6 digits, the letter “A” followed by 5 numbers. *Please note, older Department tags will not contain a bar code.

 - Please refer to the Manual of Operations, V8-C1-F250A and V8-C1-F250B for examples of items that are to be reported on the inventory forms.
- Provide a copy of the Transfer of Property and Material Form 47 for any asset that was transferred to another site for further use, sent to a vendor for repair, or traded-in to the vendor.
- Provide a copy the Survey Request Form 41, along with any supporting documents, for any asset that was lost or stolen since the last inventory report.
- Provide a copy of the Survey Request Form 41 as well as the Transfer of Property and Material Form 47, and any supporting documents, for any asset that were beyond repair, or obsolete.
- Sections who distribute equipment for are required to fill out and submit a Form 47 for distribution transactions. For mass distributions an Excel spreadsheet will be accepted.