



City of Topeka Policy

Inventory for City Department and Division Heads

INVENTORY POLICY FOR CITY DEPARTMENT AND DIVISION HEADS POLICY

Purpose: To maintain complete inventory on the personal office space of all department and division heads.

Applicability: To all department and division head city employees.

Effective Date: March 1, 2006

1. PURPOSE

As set out in Ordinance No. 18268, adopted by the City Council on June 15, 2004, all City of Topeka Department Heads and Division Managers shall complete an inventory of their personal office space. This inventory should consist of all office furniture and electronic equipment assigned to that individual such as any computer, printer, personal data assistant (PDA), telephone, cell phone, adding machine, etc. The inventory should also include any special office furniture such as pictures, marker boards, etc. that were purchased by the City of Topeka. The original inventory will be kept in the individual's file in the Human Resources Department.

2. GUIDELINES

- A. The inventory mentioned above should be reviewed on an annual basis during the month of January. The City Manager will obtain the original inventory and the City Manager or their designee will conduct an inventory update.
- B. Upon termination with the City of Topeka, the inventory for that Department Head or Division Manager shall be reviewed and the items verified as to location. The City Manager or their designee will conduct this review process.
- C. The appropriate City staff should maintain all other inventories kept by individual departments. The inventory of fixed assets of items with a value of over \$2,500.00 will continue to be kept by staff in the Administrative & Financial Services Department for all departments. The fixed asset amount is established per Ordinance 17680, adopted by the City Council on May 15, 2001.



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THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO OFFICE INVENTORY.

Approved:

Neil Dobler, Acting City Manager
February 15, 2006