



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

SUBJECT: TRANSFER OF ACCOUNTABILITY ON CAPITAL ASSETS

SECTION:	9	CATEGORY: ASSET MANAGEMENT
POLICY NUMBER:	912	
REVISED/ LAST REVIEWED:	9/09/03 9/09/03	APPROVED BY: <u>Robert E Byrd</u>

SUBJECT: Transfer of Accountability on Capital Assets

PURPOSE: To establish procedures for the Transfer of Accountability.

SCOPE: Applies to County departments, agencies, and special districts.

POLICY: Accountability for capital assets will be transferred under the procedure stated in this policy.

PROCEDURE: Upon retirement or termination of a department director, accountability for capital assets must be transferred to either the new director or the acting director. Notify the Auditor-Controller, Internal Audits Division of the date of such change by utilizing form: Capital Asset Transfer (AM-6).

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