



**POLICY AND PROCEDURE STATEMENT**  
**ADM 13.1.0 Inventory and Disposal of State Property**

Purpose: This Policy and Procedure Statement provides guidance on the annual inventory and proper disposal of state owned property entrusted to the Board of Tests for Alcohol and Drug Influence.

Effective Date: August 1, 2014

Superseded Policy: N/A

References: 74 O.S. §110.1, 74 O.S. §110.2, 74 O.S. §62.1, *et. seq.*

Related Forms: None

Approved By: Kevin Behrens

1. BOT property will be inventoried in accordance with 74 O.S. §110.1. All tangible assets with a value of \$500.00 or more will be physically inventoried annually.
2. BOT inventory records will be maintained in accordance with 74 O.S. §110.2.
3. Disposal of state property will be in accordance with 74 O.S. §62.1, *et. seq.* and associated rules of the Office of Management and Enterprise Services.
4. Only the Director is authorized to submit a request to dispose of surplus property.

**END OF POLICY AND PROCEDURE STATEMENT**