



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: April 20, 2018

Superseded Policy: ADM 13.1.0 – Inventory and Disposal of State Property (August 1, 2014)

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

Related Forms: *Beverage Alcohol Issuance Instructions and Receipt*

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.
5. Beverage alcohol for the use in law enforcement training or direct research, whatever the source, will be entered in the agency's asset management system including at a minimum the description and labeled amount.
 - a. Requests for beverage alcohol must be made in writing to the Director.
 - b. Only the Director may approve requests for beverage alcohol.
 - c. When approved, the beverage alcohol will be issued to the agency making the request.
 - d. Upon the completion of training, all unused beverage alcohol and empty containers must be returned to the agency.
 - e. The approximate amounts of beverage alcohol used in the training will be updated in the asset management system by the Breath Alcohol Testing Program Administrator. Empty containers will be designated "disposed" in the asset management system.

END OF POLICY AND PROCEDURE STATEMENT