



## **FIXED ASSETS, VEHICLES AND EQUIPMENT RECORDS**

1. The City's Purchasing Manager/Agent shall maintain an inventory of all fixed assets owned by the city in accordance with ACA 14-59-107 "Fixed Asset and Equipment Record". This list should include all vehicles, trailers, heavy equipment and rolling stock. An inventory of these items will be prepared for the annual audit by Legislative Audit Division and be made available to the public upon request.
2. Each Division or Department Head will be responsible for all vehicles for their cost center and provide a list of employees with assigned vehicles.
3. The City's Finance Compliance Director will conduct periodically audit all fixed assets, vehicles and equipment to ensure compliance with State law. A report with recommendations and findings will be presented to the Mayor and Finance Committee upon request.