



Department of Benefits
and Family Support

Department of Disability
and Aging Services

P.O. Box 7988
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www.SFHSA.org

Capital Expenditures Inventory Policy

This policy is written to provide guidance in the control and custody of capital equipment and expenditures when such costs are included in the contract agreement between the Contractor and the Human Services Agency.

When in the course of contracting, equipment and capital expenditures that are funded through Federal, State, County or City dollars, such equipment or useful value of capital improvements shall become the property of the contracting agency.

During the term of the contract should the contractor fail to provide the services contracted, or the contract becomes terminated for any reason, any equipment or capital expenditures shall be returned or repaid to the contracting agency at the discretion of that agency.

For any individual equipment and/or capital expenditure over \$5,000 please provide HSA with the following:



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Mayor

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Executive Director

1. Backup documentation for all capital or unusual (furniture and equipment) expenditures for each item \$5,000 and over. Documentation will include receipt or paid statement clearly showing item purchased. A photocopy of the cover page of the equipment's instruction manual showing model number, type, and serial number and any warranty information should also be included if available. This information will be kept on file at HSA.
2. Along with all relevant receipts, please provide an itemized list of purchased equipment with the name, type, serial numbers and current location of the item.
3. All relevant equipment must be clearly labeled as:

"Property of the Human Services Agency"



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Model Numbers and Serial Numbers should also be displayed prominently on the equipment for inventory audits and review.

4. In the event that the equipment or capital expenditure become no longer suitable for its intended purpose or no longer needed, the contractor shall notify HSA in writing to request that this equipment be deleted from the property inventory.

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