

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 405, As Amended

BY STATE AFFAIRS COMMITTEE

AN ACT

1 RELATING TO THE DEPARTMENT OF ADMINISTRATION; AMENDING SECTION 67-5746,
2 IDAHO CODE, TO REMOVE A PROVISION TO MEET CERTAIN MINIMUM REQUIREMENTS
3 RELATING TO INVENTORY, TO REMOVE A PROVISION THAT THE DEPARTMENT OF
4 ADMINISTRATION DEVELOP AND DISTRIBUTE TO AGENCIES CERTAIN REQUIREMENTS
5 FOR INVENTORY SYSTEMS AND TO REMOVE A PROVISION RELATING TO AN INFLATION
6 FACTOR.
7

8 Be It Enacted by the Legislature of the State of Idaho:

9 SECTION 1. That Section 67-5746, Idaho Code, be, and the same is hereby
10 amended to read as follows:

11 67-5746. INVENTORY OF CHATTELS -- CONTENTS -- DUTIES OF OFFICERS AND
12 EMPLOYEES -- RECORDING -- ANNUAL REVISION -- OPEN TO INSPECTION. All agency
13 directors shall develop and maintain an inventory system, ~~meeting minimum~~
14 ~~requirements as set forth by the department of administration,~~ for all
15 personal property which the agency owns or is responsible for whether under
16 terms of any contract, grant, or otherwise.

17 ~~To maintain uniformity among the various agency property inventory~~
18 ~~systems, the department of administration shall develop and distribute to~~
19 ~~each agency minimum requirements for each inventory system. Each agency~~
20 ~~shall feel free to add additional functions beyond those minimums to meet~~
21 ~~their requirements.~~ The inventory shall be recorded in a permanent record to
22 be kept for that purpose, showing as a minimum a description of the property,
23 where located, acquisition cost or estimated fair market value, and date of
24 acquisition, its estimated current replacement cost, and the account or unit
25 within the responsible agency. Each agency may add additional functions
26 beyond these minimums to meet their agency requirements.

27 Each state agency director shall be accountable for the maintenance,
28 security, and efficient economic use, as well as the verification of
29 physical location and condition of all personal property belonging to that
30 agency.

31 The agency director shall be responsible for conducting an annual
32 inventory of all personal property by no later than the first day of March of
33 each fiscal year. Further, each agency director shall make a written report
34 to the director of the department of administration that the inventory has
35 been completed by the end of the first week of March of each year on a form
36 developed by and under such guidelines as are issued by the department of
37 administration.

38 ~~The department of administration shall provide all agencies with an~~
39 ~~inflation factor for property in early January of each year to assist agency~~
40 ~~directors in discharging the responsibility set forth herein.~~

41 Each agency director may appoint a property control officer who shall
42 be responsible for conducting the annual inventory of agency property. The

1 property control officer shall also be responsible for ensuring the prompt
2 recording of newly acquired property and the economical disposition of
3 surplus property in a timely manner. The property control officer shall
4 periodically review the values of property for reasonableness.

5 The agency director shall have the authority to dispose of surplus
6 property in accordance with the provisions of section 67-5732A, Idaho Code.