



Inventory Policy: Risk-Based Asset Management

Purpose

The purpose of this policy is to establish consistent and effective procedures for the inventory, tracking, and safeguarding of the Florida Clerk of Courts Operations Corporation's, hereinafter CCOC, assets, with a focus on items that carry a heightened risk of loss, misuse, or unauthorized conversion, rather than solely on dollar value. This policy ensures proper accountability, supports operational needs, and promotes responsible stewardship of organizational property.

Scope

This policy applies to all CCOC departments, employees, and contractors who handle, use, or have custody of CCOC assets.

Assets subject to this policy include:

- Technology Equipment (regardless of acquisition cost):
 - Servers
 - Laptops
 - Personal computers (PCs)
 - Uninterruptible Power Supply (UPS) backups
 - Security alarm systems and components
 - Tablets and other mobile computing devices
 - Monitors
 - Non-Leased Copiers
 - Printers
 - Televisions
 - Phones/Phone Systems

Other Assets:

- Furniture assets with an acquisition cost equal to or greater than \$5,000, in accordance with the CCOC's Capital Asset threshold.
- Physical Keys

Policy Statement

1. Inventory Criteria

- Technology assets are inventoried based on risk of loss or conversion, rather than monetary value. All such assets must be recorded in the inventory system upon receipt.
- Furniture is subject to inventory only if it meets or exceeds the \$5,000 capital threshold.

2. Asset Tagging and Tracking

- All technology equipment must be assigned a unique asset identifier (e.g., barcode or RFID tag) and recorded in the inventory system with the following information:
 - Asset description
 - Make/model
 - Serial number
 - Assigned user or department
 - Physical location
 - Acquisition date
 - Inventory/control number
- Furniture meeting the capital threshold shall be similarly tagged and tracked.

3. Custody and Responsibility

- The Office Manager and Administrative Services Director are responsible for the proper use, security, and tracking of inventoried assets assigned.
- Mobile or remote-use assets (e.g., laptops, tablets) must be assigned to an individual user and documented accordingly.

4. Physical Inventories and Audits

- A physical inventory of all tagged technology equipment must be conducted annually.
- Discrepancies must be investigated and resolved promptly. Loss or suspected theft must be reported immediately to the Executive Director.

5. Asset Transfers and Disposals

- All asset transfers between physical location and/or users must be documented and updated in the inventory system. The user who transfers the asset shall be responsible for notifying the Office Manager and/or Administrative Services Director.
- Disposal or decommissioning of assets requires prior approval of the Executive Director and must follow proper procedures, including data sanitization for technology equipment.

Enforcement and Compliance

Failure to comply with this policy may result in disciplinary action and may impact the organization's financial reporting, insurance coverage, or audit results. All staff must cooperate with inventory procedures and safeguard assets under their control.

Effective Date: February 9, 2026

Policy Owner: Office Manager and Administrative Services Director

Review Cycle: Annually