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# Procedure to Add a New Capital Asset to the Asset Registry

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Date Approved: **DRAFT**

Section: Capital Asset Management

Date of Last Update: October 12, 2017

Lead: Director, Operations

Keywords: Capital Asset Management, Asset Registry,

Implements: **By-law #5300 – City of Selkirk Capital Asset Management**

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## **OBJECTIVES**

Procedure to follow when the City of Selkirk acquires a new Capital Asset. This includes a procured asset or an asset that has been donated to the City.

## **SUPPORTING POLICY, PROCEDURES, AND TOOLS.**

### **Policy**

CAM-001 Capital Asset Registry Policy

### **Procedures**

CAM-001-002 Procedure to Create a New Detailed Unique Identifier

CAM-001-004 Procedure to Dispose of an Asset in the Capital Asset Registry

CAM-003-003 Procedure to Update the Maintenance and Renewal Predictor

CAM-006-001 Procedure to Update the City of Selkirk Risk Registry

### **Tools**

CAM-001-000-01 City of Selkirk Asset Registry

CAM-001-001-01 CAMP Asset Change Form

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## 1 PROCUREMENT PROCESS [If asset is purchased]

### Who: Authorized Purchaser

- 1.1 The procurement process used when purchasing capital assets shall follow the City of Selkirk Procurement and Tendering Policy.
- 1.2 At the end of the procurement process, an official final invoice will be sent from the vendor, supplier, or contractor to the City's authorized purchaser.
- 1.3 Provide the Procurement Initiator with this invoice.

## 2 DONATION PROCESS [If asset is donated]

### Who: Donation Recipient

- 2.1 If a Capital Asset has been donated to the City of Selkirk, an Asset Information Package will be provided by the donator. This Asset Information Package shall include all documents formalizing the donation of the asset to the City of Selkirk.

## 3 COMPLETE ASSET REGISTRY CHANGE FORM

### Who: Procurement Initiator/Donation Recipient

- 3.1 Obtain an *Asset Registry Change Form* from the GIS/Survey Technician.
- 3.2 The Procurement Initiator or the Recipient of a Donation, must complete the first section of the *Asset Registry Change Form* entirely.
  - 3.2.1 **Change Form Number** – This number is to be obtained from the GIS/Survey Technician. If this number is missing the process will not move forward.
  - 3.2.2 **Prepared By** – The name of the authorized purchaser.
  - 3.2.3 **Asset Title** – Brief title or description of the new asset [eg. 2012 Ford ½ Ton].
  - 3.2.4 **CAMP Registry Change Type (1) New, 2) Change** – Select one of the check boxes. For the purchase of a new asset, select 'New', if the asset is being updated, select "Change".
  - 3.2.5 **Asset Is (1)Donated 2)In Stock 3) New** - Select the correct check box. If the asset is new, attach a copy of the invoice to the *Asset Registry Change Form*. If the asset is being donated, attach the asset information package.
  - 3.2.6 **Asset Location** – The City of Selkirk street name, city building or landmark where an asset is located.

- 3.2.7 As-Built Location** – The file location of the As-Built on the shared drive. This field is required for assets that are constructed from engineered drawings. If the asset does not have an associated as-built write N/A on this line.
- 3.2.8 In-Service Date** – Record the date that the new asset will be in use by the City of Selkirk.
- 3.2.9 Warranty Period /Date** - If the new asset comes with a warranty, record the length of the warranty as well as the date the warranty will expire.
- 3.2.10 Purchase Order Number Associated with Asset:** Record the purchase number. If the item has been donated or has no purchase order number, record “n/a”.
- 3.2.11 Invoice Type Attached (Single Invoices, Multiple Invoices, Asset Information Package):** Select the check box that applies. If the payment of the asset was fulfilled using progress payments, select Multiple Invoiced. If the item has been donated, select Asset Information Package.

**Note:** The second section of the *Asset Registry Change Form* is for GIS/Survey Technician use only.

## 4 INVOICE/ ASSET INFORMATION PACKAGE STAMPED

### **Who: Procurement Initiator/ Donation Recipient**

- 4.1** If an asset is procured:
- 4.1.1** Once the final invoice is received from the vendor, supplier, or contractor it must be stamped with the City of Selkirk Invoice Approval Stamp.
- 4.2** If an asset is Donated:
- 4.2.1** The Asset Information Package must be received, and it must be stamped with the City of Selkirk Invoice Approval Stamp.
- 4.3** The relevant fields of the stamp shall be filled by the procurement initiator with a sign off by the appropriate signing authority.
- 4.3.1** If you have not received a Change Form Number, refer to **3.2.1**.
- 4.4** Create a copy of the invoice that has been stamped and signed by the appropriate signing authority.

## 5 COPY OF INVOICE OR ASSET INFORMATION PACKAGE TO GIS/SURVEY TECHNICIAN

### Who: Procurement Initiator

- 5.1 Attach the Asset Information Package, or duplicate invoice to the *Asset Registry Change Form*.
- 5.2 Submit the completed *Asset Registry Change Form*, along with the stamped and signed invoice copy, or Asset Information Package (if asset is donated) to the GIS/Survey Technician.

## 6 ORIGINAL INVOICE TO FINANCE – If asset is procured

### Who: Procurement Initiator

- 6.1 Send the original invoice once it has been stamped and signed off to the Finance Department. **Note:** Payment will only be released once the Finance Department has confirmed that the stamp is complete with Change Form Number and the appropriate signatures.

## 7 INVOICE PROCESSED BY FINANCE

### Who: Department of Finance

- 7.1 Review the invoice and ensure the invoice stamp is complete with Change Form Number and the appropriate authorities signature.
  - 7.1.1 If the invoice stamp is complete, process the invoice as normal.
  - 7.1.2 If the invoice stamp is incomplete, return invoice to the authorized purchaser.

## 8 COMPLETE “CAMP ADMINISTRATION OFFICE USE ONLY” SECTION OF THE CHANGE FORM

### Who: GIS/Survey Technician

- 8.1 Ensure that *the Asset Registry Change Form* is entirely filled out and that a copy of the invoice is included.
- 8.2 Double check that the Change Form Number has been filled out and matches the Change Form Log.

**Note:** If the invoice received is the original and not a copy, make a copy and contact the Finance Department to arrange the delivery of the original.

**8.3** Fill out the GIS/Survey Technician section of the *Asset Registry Change Form*

**8.3.1** Date – Date of new item request

**8.3.2** Name – Name of person updating the registry

**8.3.3** New Asset Registry ID – See *Procedure to Create a New Detailed Unique Identifier*

**8.3.4** Attached Material List

**8.3.5** Asset Status Changed

## **9 ADD THE NEW ASSET TO THE CITY OF SELKIRK CAPITAL ASSET REGISTRY**

**Who: GIS/Survey Technician**

**9.1** Access the City of Selkirk Asset Registry.

Location: N:\Camp\Asset Registry

**9.2** Every column in the Asset Registry must be completed for the Asset to be considered added. Review the City of Selkirk Asset Registry Policy for a detailed description on how to complete each column in the Asset Registry.

## **10 IF THIS ASSET IS REPLACING AN EXISTING ASSET, REMOVE PREDECESSOR**

Continue to *Procedure to Dispose of an Asset in the Capital Asset Registry*.

## **11 FILE THE CAMP ASSET REGISTRY CHANGE FORM**

**Who: GIS/Survey Technician**

**11.1** Once every column in the Asset Registry has been recorded for the new asset, file the *CAMP Asset Registry Change Form* along with a copy of the invoice. These documents will be filed in the Asset Registry Change Form binder.

## **12 ADD ASSET TO THE CITY OF SELKIRK RISK REGISTER**

**12.1** Continue to *Procedure to Update the City of Selkirk Risk Registry*.

## **13 ADD ASSET TO THE MAINTENANCE AND RENEWAL PREDICTOR**

**13.1** Continue to *Procedure to Update the Maintenance and Renewal Predictor*.