

Capitalized Real Property Inventory Responsibilities

General Responsibilities:

Inventory responsibilities must be shared between field office property management staff, fire/recreation employees as applicable, and engineering personnel.

State Office Property Managers shall:

- Upon receipt of the IM, inform Field Office Managers of timelines for completion to meet the May 12, 2006, deadline.
- Collect the inventory and updates from the field office(s); review, certify, and then forward individual inventories, as received, to NBC for input into the Fixed Asset (FA) Personal/Real Property Management system. Please do not hold individual inventories while waiting for the entire state to complete. The NBC will process individual inventories at any time they are received.

Field Office Managers shall:

- Establish an "Inventory Team" consisting of the Field Office Property Manager, Field Office Engineer, Fire Resource Manager as appropriate, recreation staff as appropriate, and other employees as needed to complete the inventory.
- Ensure coordination between engineering staff, fire resources and recreation employees where applicable, and property management staff.
- Review final supporting documentation for completeness and accuracy, and ensure that the inventory is conducted in a timely manner to meet deadlines set forth by the State Office Property Manager.
- Sign the certification and submit it to the State Office Property Manager by the due date.

Field Office Property Manager shall:

- Coordinate and conduct the Real Property inventory. Work with Engineers and Fire Resource Managers as needed to obtain an accurate inventory and certification.
- Certify that the inventory has been completed.
- Provide a copy of FA300, certification cover sheet with proper signatures, and any addition or deletion supporting documents to the State Property Manager.
- Provide address data, in the format provided on Attachment 5, for assets inventoried.

Field Office Engineer/Fire Resource Manager & Recreation Personnel (as appropriate) shall:

- Cooperate with State and Field Office Property Managers to ensure completion of the inventory and necessary paperwork for additions/deletions.
- Certify that the inventory has been completed.

BC-653 Real Property Staff shall:

- Review the submissions from each State Office and determine which assets need corrective action in the system.
- Monitor the status of all field office property management inventories for the Washington Office and ensure that property management inventories are submitted by field offices.
- Reconcile real property assets with the Bureau General Ledger (GL) control accounts.
- Compile and maintain address information pending access to FBMS.