



PURCHASE, PAYMENT, INVENTORY AND DISPOSAL OF STATE PERSONAL PROPERTY

Purpose

This policy defines the responsibility for the Department's purchase, payment, inventory and disposal of state personal property.

Legal Authority

- Idaho Code 40-309 - Authority of Board to contract in the name of the state.
- Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.
- Idaho Code 67-9205 – Powers and Duties of the Administrator – Acquisition of property through the Division of Purchasing.
- Idaho Code 67-9208 - Solicitations
- Idaho Code 67-5732A - The Director may sell, transfer, recycle or discard state personal property which is of no further use to the Department.
- Idaho Code 67-5746 - The Director shall maintain an inventory system, and be accountable for the maintenance, security, and efficient economic use of the Department's personal property.

Department activities related to the purchase, payment, inventory and disposal of state personal property (all property belonging to the state of Idaho other than real property) and services are within the purview of the Idaho State Department of Administration and the State Board of Examiners.

To ensure compliance with all Idaho laws and regulations, the Chief Administrative Officer is responsible for managing and delegating Department-wide activities as follows:

- Purchase of state personal property or negotiation of service contracts for personal property services for Department use to Headquarters Purchasing Agent.
- Payment of state personal property or services for Department use to Headquarters Accounts Payable Financial Manager.
- Accountability for Department-owned state personal property to Headquarters Purchasing and Supply Support Manager. Disposal of Department-owned state personal property to Headquarters Purchasing and Supply Support Manager and Headquarters Fleet Manager.
- Financial reporting for Department-owned state personal property to General Ledger Financial Manager.

No state personal property, regardless of the value, may be taken, salvaged or removed from the premises for personal use outside of work responsibilities by Department employees.



L. Scott Stokes
Director

Date 12/16/24