

Napa County Fire Department – Policy and Procedures Manual

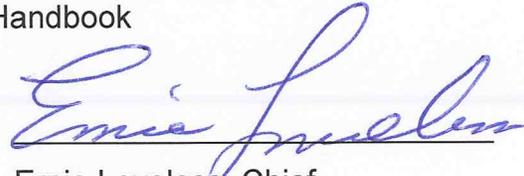
Policy Title: **FIXED ASSET POLICIES AND PROCEDURES**

Policy Section: NCFD 3500 – Budgeting Handbook

Policy Number: **NCFD 3510**

Effective Date: February 1, 2009

Revision Date:



Ernie Loveless, Chief

I. PURPOSE

It is the policy of the Napa County Fire Department to have in place a policy addressing fixed assets owned and purchased by the Department.

II. AUTHORITY / REFERENCES

Napa County Purchasing Policy: "Fixed Asset Policies and Procedures", Section 2, Item #9

III. SCOPE

This policy shall apply to all items either owned or purchased by the Napa County Fire Department that fall under the "Fixed Asset" definition as identified by Napa County. It is for all items within the Napa County Fire Department system, regardless of whether it resides at a volunteer or career facility.

IV. DEFINITIONS N/A

V. ATTACHMENTS

1. Napa County Purchasing Policy: "Fixed Asset Policies and Procedures", Section 2, Item #9

VI. POLICY / PROCEDURE

Napa County Fire Department shall follow in its entirety the existing policy referenced above from the Napa County Purchasing Policy. No part of this policy shall supersede existing guidelines established by Bargaining Unit MOU's.