

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: Capitalization To County Equipment

APPROVED: *Marilyn L. Rawlings*
Marilyn L. Rawlings, Fleet Manager

DISTRIBUTION:

Fleet Management

PURPOSE:

To establish written procedures to handle the capitalized additions to Lee County's Equipment. Since these capitalization additions are charged to the departments, prior approval must be obtained.

PROCEDURE:

All requests for the addition of capitalized equipment to County vehicles must be submitted in writing to Lee County Fleet Management and must be signed by the Division or Department Director or designee. If approved, the person requesting the change will be notified. The Service Writer will print out and attach a copy of the approval to the work order that will later be filed in the vehicle's history folder. Each request will be kept in a folder marked Capitalization Repairs. The Shop Superintendent will also add a deferred repair in the FASTER system. If a capitalization request is made by the vehicle operator, he/she should be informed that the request must be submitted in writing and signed by the Division Director.

Each department will be responsible to monitor the capitalization requests given to Fleet Management as the money comes out of their budget. It is the department's responsibility to track how their money is being spent. Fleet Management will not approve a capitalization request without the approval from the Department's Division Director or designee.

Once the capitalization addition is completed, the work order will be billed out to the requesting department. The billing code must be changed to "A", prior to invoicing. A copy of the request sent by the department will also be attached to the work order to be placed in the equipment folder.

Revision Date: September 2003

Reviewed Date: May 2010