ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Program/Area: Operations

Title: Fixed/Capital Assets and Equipment

Number: E 7 **Status:** Active

Social Services Agency (SSA) requires compliance with the County of Orange Auditor/Controller's Accounting Manual, Sections FA-4 "Fixed Assets – Equipment" located at http://intra2k3.ocgov.com/AC%20Intranet/InternalAudit/AccountingManual/AccountingProcedure.aspx?Document=ProcFA4.htm; and

FA-5 "Physical Inventory of Fixed Assets " at http://intra2k3.ocgov.com/AC%20Intranet/InternalAudit/AccountingManual/AccountingProcedure.aspx?Document=ProcFA5.htm

SSA Administrative Services/Centralized Operations Unit staff is responsible for administering the SSA Fixed/Capital Assets and Equipment. For any questions or reporting of loss, please contact the following:

Fixed Asset Coordinator: Jun Tjen 714-825-3262

Property Officer: Linda Moore 714-825-3160