

**ALABAMA EMERGENCY MANAGEMENT AGENCY
ADMINISTRATIVE CODE****CHAPTER 320-3-1
PROPERTY MANAGEMENT****TABLE OF CONTENTS**

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320-3-1-.01 General.

All purchases must be made as required by Title 55, Section 108, Code of Ala. 1975. Purchase regulations promulgated in accordance with Section 108, Code of Ala. 1975, are mandatory for compliance by all state agencies and political subdivisions and are incorporated herein by reference. Acquisition of property for emergency management purposes will be governed by these regulations. Any property processed by AEMA using Federal/FEMA funds will be added to a separate property inventory in accordance with FEMA guidance.

Author:

Statutory Authority: Code of Ala. 1975, §§ 31-9-1, et seq.

History: Filed June 13, 1990.

320-3-1-.02 Inventory Control.

Title 55, Sections 145(1), (2), (3), (4) and Section 210(1), Code of Ala. 1975, requires all agencies maintain an inventory of all land, buildings, equipment, furniture, and other personal property owned or under its control. Inventory control must be maintained on all nonexpendable property used for emergency management purposes whether acquired wholly or in part with federal, state or local funds and includes but is not limited to emergency operating centers, communications and warning equipment, office furniture and equipment, and excess property received under the Contributions Project Loan Program. Inventory records for all nonexpendable property shall include the name, description, serial number, purchase date, and the cost or purchase price of each item of property. Each piece of property will be assigned a control number to facilitate the inventory process. A distinctive decal, furnished by the Alabama Emergency Management Agency's Fiscal Division, will be affixed to each piece of property purchased

wholly or in part with federal and/or state funds in addition to the control number.

(a) Nonconsumable property is property with an initial acquisition cost of \$100.00 or more and a useful life of more than one year, excluding repair or component parts which are installed in other equipment.

Author:

Statutory Authority: Code of Ala. 1975, §§ 31-9-1, et seq.

History: Filed June 13, 1990.

320-3-1-.03 Disposal.

All property which has become excess to the needs of an emergency management organization or unusable through age or damage will be disposed of in accordance with the procedures outlined in Section 521. "Contributions Project Loan Program," Excess Alabama Property, will be disposed of in accordance with State Act 84-249.

Author:

Statutory Authority: Code of Ala. 1975, §§ 31-9-1, et seq.

History: Filed June 13, 1990.

320-3-1-.04 Adoption By Reference.

Any federal or state law or regulation hereafter cited within any rule of any division of this agency as a referral basis for that rule shall be considered to be an adoption of that law or regulation by this agency. Copies of each such law or regulation thus cited as a referral basis for a rule shall be properly filed with the Legislative Reference Service and with the Secretary of the Agency in accordance with the Alabama Administrative Procedure Act.

Author:

Statutory Authority: Code of Ala. 1975, §§ 31-9-1, et seq.

History: Filed June 13, 1990.