



State Auditor of Alabama

THE STATE CAPITOL

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To: All State Department Heads, Agency Directors,
Boards, Bureaus, and Property Managers

From: Kathie Lynch *K.L.*
State Auditor Administrative Officer

Date: May 30, 2013

SUBJECT: Sensitive Items in Asset Works under \$500.00

In accordance with Policy Statement 403-B concerning sensitive items under \$500.00, the following procedure must be done in Asset Works by your department/agency property manager:

1. Identify all property deemed "Sensitive" and under \$500.00.
2. Change the Class* on each sensitive item under \$500.00 in Asset Works to equal "SENSITIVE – 1609", then Save Asset.
3. After saving the asset you should see that the Class* equals SENSITIVE – 1609, Bar Code Color is equal to BLUE, and the Group Code equals SENSITIVE.
4. All new assets that are classified Sensitive with an original acquisition cost less than \$500 should be assigned Class* "SENSITIVE – 1609" when added to the Asset Management System in Asset Works.

This only applies to those items that are under \$500 that need to be tracked and audited based on Policy Statement 403-B dated October 26, 2012. If sensitive items are not coded correctly, they will not be captured in the download we run prior to your agency audit. Please feel free to e-mail me at Kathie.Lynch@auditor.alabama.gov, or contact me at 334-242-7010 with any questions regarding this procedure.