

EQUIPMENT SELF-FUNDED REPAIR POLICY

POLICY

Black Hawk County will, where practical, self-fund office equipment repair, rather than purchasing insurance or entering into maintenance agreements, using a Self-Insured/Office Equipment Fund.

SCOPE

This policy covers all county departments within the general fund except Consolidated Communications Center, and all office equipment that can be maintained more economically by self funding than by insurance or by maintenance agreement, specifically excluding computer equipment purchased through the Information Technology Department.

PROCEDURES

To pay for office equipment repairs, a department should prepare a payment voucher using the following coding:

Fund	671	Self-Insured/Office Equipment
Agcy	102	Board: General Supervision
Org	8	followed by department number (example: Auditor is 8002)
Actv	0400	Internal Service Fund
Acct	0443	for office equipment repairs
Project Sub-project	None	

The completed payment voucher with the invoice and work order attached should be sent to the County Auditor's Office.