

(February 2016)

Any property purchased with state funds is the property of the State of California. CAL FIRE is accountable for such property. The responsibility for CAL FIRE's State Property Program is assigned to the Sacramento Headquarters' Business Services Office (BSO). The Property and Local Services Unit of BSO, functioning through the State Property Coordinator (SPC), coordinates the procedures to, effectively and efficiently implement the policies as set forth in this handbook.

CAL FIRE offices are responsible for accounting and tracking property purchased with grant funds. Refer to Section 2835 in this handbook for proper procedures in tracking this type of property.

BSO has the responsibility to provide instructions for all users of state property to achieve the proper standards for accounting and management of property. CAL FIRE offices are responsible for recordkeeping, care, inventory, and disposal of property assigned to them.

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