

## Chapter 6 - Business and Fiscal Affairs

### AP 6520 Security for College Property

#### Reference:

Accreditation Standards

#### Fixed Assets

The College will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$1,000. The College will conduct a physical inventory of fixed assets on an annual basis. This listing will include a description, name, identification numbers, original cost, date of acquisition, location, and funding source.

#### Transfer of Assets

In the event that fixed assets are moved around the College, the manager in each respective area must approve the request. In addition, notice must be sent to the Administrative Services Office. The Administrative Services Office will be responsible for ensuring that the inventory system is properly updated.

#### Releasing of College Equipment for Use Off Campus

All requests to borrow or to remove College property for educational or College related purposes must be in writing and be cleared by the immediate manager. Equipment loaned for non-educational purposes must be cleared by the immediate manager.

Reviewed: May 14, 2013

Reviewed: December 16, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016