



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Inventory of Equipment	CIA - I	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C — Business and Support Services	Equipment and Supplies Management: Records Management	CIA	08/26/2025

DEFINITION

The term, "Equipment," as used in this policy, includes capital equipment and furnishings of \$1,000 or more. "Technology" includes PC's, file servers, data communication equipment and DL/video communication equipment but does not include projector systems, printers, and multi-media equipment. Software, except specialized programs such as Colleague, CS Gold, etc., is considered a consumable and is not covered by this policy. Equipment valued at \$5,000 or more becomes a fixed asset and is reported in the college's financial statements.

INVENTORY OF EQUIPMENT

The Director, Purchasing/Auxiliary Services will conduct an annual inventory of equipment valued at \$1,000 or more. Purchasing/ Auxiliary Services will notify the Senior Accountant, Grants/General Ledger or the Director, Financial Services of equipment valued at \$5,000 or more. The Senior Accountant or the Director, Financial Services will add this equipment to the fixed asset inventory.