

Procedure 4.1401

Inventory Procedure

Equipment

- The Equipment Coordinator will provide an equipment inventory to instructors/directors indicating all equipment assigned to their area. Instructors/directors are responsible for the equipment and will maintain an accurate inventory of the equipment.
- Instructors/directors will maintain adequate controls to track high risk equipment assigned to individual users and will utilize an [Equipment Check-out Form](#) displaying the following information;
 1. Printed name of the individual signing for the equipment
 2. Type of equipment
 3. Serial number
 4. Date of receipt
 5. Expected date of return
 6. Date returned
 7. Signature of individual signing for the equipment
 8. Supervisors signature
 9. Statement of responsibility to safeguard the equipment
- Vice Presidents will direct an annual inventory of property assigned to their respective divisions. At the beginning of the spring semester, instructors/directors will inventory and locate all equipment for which they are responsible. Instructors/directors will recall all assigned high risk equipment to inspect for condition and verify serial numbers. This inventory must be completed prior to the Equipment Coordinator's annual inventory conducted in mid or late spring. The Equipment Coordinator will schedule periodic inventories with personnel responsible for the various equipment items.
- When an item is identified as missing, instructors/directors will immediately initiate a thorough search and report the missing equipment on an [Internal Inventory Audit - Loss Report Form](#) to the appropriate Vice President and the Equipment Coordinator.
- The Equipment Coordinator will notify the Vice President of Administrative Services and the Chief of the BCCC Police Department. Once all efforts by the instructor/director are made to locate the item, the Chief of Police will initiate an investigation to recover the equipment. If the equipment can't be recovered in a reasonable time (approximately 60 days) the Vice President of Administrative Services will initiate a statement of costs against the last responsible person known to have possession of the equipment.

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- The Equipment Coordinator will adjust the inventory accordingly and notify the North Carolina Community College System of the loss.
- The Equipment Coordinator shall be notified of all equipment transfers (other than equipment checked out with the audio-visual support area) within a building or on the campus.
- All equipment should be maintained in good working condition. Any broken or faulty equipment should be reported immediately on [Internal Inventory Audit - Damage Report Form](#) to the appropriate Vice President and Equipment Coordinator. The Equipment Coordinator will notify the Vice President of Administrative Services.
- Use of College Property on Loan: College property will be loaned only under a rigid receipt policy whereby the holder of the property assumes full-liability for the return of the property in the condition under which loaned and assumes full responsibility for all damages. All receipts for such property must adhere to these provisions. Under no circumstances should the College become liable for damages sustained by others due to the loan of property. An [Equipment Check-out Form](#) must be completed and approved.

Supplies and Materials

On or before June 30th of each fiscal year, each department is required to furnish Administrative Services an official inventory of all significant supplies and materials on hand. Routine supplies in desks and opened packages do not need to be included. This information should be submitted on a [Supplies and Materials Inventory Sheet](#) found on the College's forms web page.

References

Legal References: *NC G.S. 114-15.1*

Cross References: [Inventory Policy](#)

History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: *11/6/2013, 9/19/2016*

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Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

