

DAVIDSON-DAVIE COMMUNITY COLLEGE

Business Services

EQUIPMENT INVENTORY

PROCEDURE 63.7.1

The College shall conduct an annual inventory of capitalized assets. Spot checks may be made at intervals when deemed necessary or advisable. The College shall inventory non-capitalized high-risk assets at least once every other year. Each Vice President is responsible for the safekeeping of inventory within their division. The Vice President for Financial and Administrative Services shall be responsible for making sure that the inventory is completed.

Adopted: April, 2020