

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

Security for District Property: Inventory of Equipment

AP 6520

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1.1. Definition of Equipment

Items having all of the following characteristics are identified as equipment items for purposes of budgeting and in property control.

1. The item will not lose its original shape and appearance with use.
2. The item is not consumable and has a normal service life of three years or more.
3. The item is not easily broken, damaged or lost in normal use.
4. Capital Equipment is an item that meets criteria 1, 2 and 3 **AND** has an initial purchase price of \$5,000 or more.
5. Non-Capital Equipment is an item that meets criteria 1,2 and 3 **AND** has and has an initial purchase price of \$500 or more.

1.2 Equipment Inventory

Equipment purchased with Victor Valley College funds or acquired through donations, gifts, or grants shall become the property of the College unless otherwise provided by the donor/granting agency. Equipment shall be immediately placed on the College’s inventory records within the appropriate activity or staff member using the equipment. This will be the person who ordered the equipment or their immediate supervisor.

1.3 Responsibility of equipment “holder”

Each instructor or staff member shall be accountable for the equipment assigned to them. This means that if the equipment is moved from the physical location assigned that person will either report the item lost or stolen or will have processed a formal request to transfer the equipment to another location. In addition, on a quarterly basis, a random audit will be conducted by the Warehouse staff to make certain that assets are where they are supposed to be and every one year one third of all assets will be re-inventoried. The loss of equipment caused by burglary, theft, damage, or mysterious disappearance shall be reported immediately to the Campus Police for the appropriate actions.

No item of equipment that has been inventoried with a bar code may be removed from any room to which it has been assigned without an approved “Request to Move, Relocate or Store Fixed Assets of Victor Valley College Form” ([on-line form](#)). In addition, no equipment may be removed from the inventory of Victor Valley College without an approved “Request for Disposal of Obsolete/Surplus Equipment Form” ([on-line form](#)).

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1.4. Use of equipment off campus

No equipment may be used at an off-campus location without the written approval of the immediate supervisor, the appropriate Vice President, and the final approval of the President. The Campus Police will also be notified of all equipment used off campus. All equipment approved for use off campus must be immediately returned when requested by the supervisor or when an employee is no longer working at the College. Part-time and/or temporary/provisional employees are not permitted to use College equipment off-campus. Equipment that is not returned to the College may be reported as stolen and appropriate police follow-up activity may be required.

1.5. Missing items with no explanation

Items that are found to be missing during monthly audits or annual re-inventory will require explanation by the staff member who has been assigned responsibility for the equipment. If the equipment is missing and no report has been made to the Campus Police and no "Request for Transfer of Equipment" form is on file, the staff member may be personally responsible for the replacement of the equipment.