

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 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. Equipment shall be immediately placed on the College’s inventory system and coded to the appropriate location or department. Items will be tagged with a VVC asset tag as well as a federal (red) or state (green) inventory tag if the item was purchased with federal or state funds.

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. No loan of any College equipment is permitted for activities unrelated to District business. 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 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” (http://www.vvc.edu/offices/maintenance-operations/Obsolete_Equipment_Form.pdf).

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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, and the appropriate Vice 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 the quarterly audits or annual re-inventory will require explanation by the staff member who has been assigned responsibility for the equipment.

See Board Policy: 6520, Security for District Property