

## Policy 4.14

### Inventory Policy

The College retains management and control of all furniture, fixtures, computers, and equipment owned by, or in the possession and custody of the College and its employees. The College will inventory all College capital assets on an annual basis. This information will be kept in an inventory database for tracking and reporting purposes.

### References

**Legal References:** NORTH CAROLINA COMMUNITY COLLEGE PURCHASING AND EQUIPMENT PROCEDURES MANUAL

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Inventory Procedure](#)

### History

**Senior Staff Review/Approval Dates:** 05/09/2016

**Board of Trustees Review/Approval Dates:** 06/07/2016

**Implementation Dates:** *Enter date(s) here*