

EQUIPMENT INVENTORY PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

The President of the College is accountable and responsible for all state-owned equipment. The President, in turn, delegates this responsibility to Financial Services.

Personnel are expected to exercise all reasonable care in keeping up with equipment assigned to their departments. All departments will be required to take a complete inventory annually and are responsible for the total inventory of their departments.

Inventory of equipment is scheduled by Financial Services and is usually conducted in the Spring. This annual inventory is coordinated by the Procurement and Fixed Asset Officer and the Accounting Assistant-Purchasing.

Inventory Forms

- Major equipment is tagged with a bar-coded “NC Board of Community Colleges” sticker which can be read by an electronic reader. Department staff should use the electronic reader to conduct the inventory count.
- Information from the electronic reader will be downloaded by Technology Services into the Datatel System.
- Financial Services issues departmental inventory computer printout sheets, listing all major equipment in the department, to the appropriate supervisors.
- Each department uses its computer printout sheet to conduct a physical inventory of any equipment which cannot be scanned. These inventory sheets should be signed by the person conducting the inventory check and the department supervisor and/or dean and returned to Financial Services once the physical inventory is completed.
- The Procurement and Fixed Asset Officer and/or the Accounting Assistant-Purchasing will utilize the completed form to verify correctness.
- The Facility and Property Services Section of the NCCCS Office may visit each department for the purposes of physical inventory. The degree of thoroughness could range from spot checking to a complete lay-out of all equipment. Therefore, each dean and department supervisor should be familiar with his/her inventory printout sheets and the location of all equipment.

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