PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: B 4.0
Procedure Title: Inventory Procedures
Relevant Board Policy/SACSCOC Policy:
                          C.2.7 (Policy) Equipment/Property Management
                          SACSCOC Principle 13.7 Physical Resources
Originating Unit: Information Technology Services
Maintenance Unit: Vice President of College Services

I.   Purpose: The purpose of this document is to set a college procedure to follow
      for inventory control. At Palo Alto College (PAC), each PAC employee has
      an obligation to safeguard and make appropriate use of property owned by or
      accountable to the College. The various department leads are vested with the
      ultimate responsibility for all inventories within their departments. Ultimately,
      the Alamo Colleges District has title and ownership of all College property.
      Actual possession, use, and accountability are maintained at the department
      level.

II.   Procedure Statements:

      Annual District Inventory
      Property Steward and Property Assistants will work together with District
      Inventory Control to conduct an annual inventory of all assets and resolve any
      discrepancies disclosed by the inventory.
      1. Departmental inventory records will be updated upon completion of the
         inventory and resolution of discrepancies. Any adjustment to department
         accounts will only be made by Inventory Control with proper
         documentation provided by the department to Inventory Control.

      Fall and Spring Semester College Inventory. In addition to the annual
      district inventory, the College will perform a fall semester inventory, which
      will begin September 1 and conclude on September 31, and a spring semester
      inventory, which will begin April 1 and conclude April 30.

      1. Property Steward and Property Assistant of each department will perform
         an inventory of all asset items assigned to them.

      2. Property Steward and/or Property Assistant will generate an inventory of
         all listed equipment from the inventory system (ie. WiseTrack) and
         physically locate each item on the list noting any changes to location or
         status.

      3. The Property Steward or Property Assistant will update the inventory
         system (i.e. WiseTrack) and provide a report to the Office of the Vice
         President of College Services and include the date of the inventory check.

Date Created: <u>September 19, 2017</u>

Date Updated/Approved: <u>May 5, 2020</u>

Approved:

<u>(signed: Katherine Doss)</u>
Interim Vice President of College Services

<u>(signed: Dr. Robert Garza)</u>
President