

AP 6350 - Inventory

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| Business Services: | <ol style="list-style-type: none">1. Ensures each capital item is added to inventory upon purchase/receipt or deleted upon sale or disposal of item.2. Supplies capital inventory validation report containing all furniture/equipment to each department. |
| Department Director or Designee: | <ol style="list-style-type: none">1. Takes a physical inventory of furniture/equipment as needed.2. Makes corrections on inventory report.3. Lists additional furniture/equipment on the report.4. Returns report to business services. |
| Business Services: | <ol style="list-style-type: none">1. Updates records from report.2. Prepares a consolidated inventory list for auditors. |

October 14, 1991
Adopted College Council
June 7, 2006

Revised

February 26, 2015: September 14, 2018
Revised by College Executive Administration