

Business Operations Series—6000

INVENTORY

- Business Services:**
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:**
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:**
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

Revised by College Executive Administration