

**D-5a PROCEDURE****Equipment Capitalization and Control**

Capitalized equipment is accounted for by:

- Assigning a unique number
- Affixing an identifying decal
- Entering information about the equipment on the computerized equipment inventory.

An annual inventory of equipment is taken and changes are recorded. Changes to the equipment list require the approval of the Campus Director.

To maximize utilization of equipment, temporary or permanent transfers between departments or campuses can be accommodated through the use of the inventory change report.

The Campus Director or President may approve and authorize the use of College equipment and/or property for other than College directed instructional purposes.

The accidental breakage or loss of equipment will be reported immediately by the responsible department to the Campus Director or President.

A written report will be filed with the Campus Business Office, which will adjust as authorized.

The Campus Director will be notified immediately if theft or break-in is suspected. The Campus Director will notify proper authorities.

**Related Policy:** D-5

**Admin Team Adopted:** 10/21/22

**Reviewed:** 10/14/22

**Next Review:** TBD

**Web link:**

**Tags:**