

Refer to Section {E}  
{Facilities}Unit  
**Procedure for {E6 – Inventory Control}**

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1. The facilities/maintenance division is the designated center which receives and identifies all inventory and initiates the control activities. All reporting and communications concerning equipment and furniture inventory will be directed to this division.
2. Each administrative and academic division is responsible for tracking inventory equipment and furniture within their designated area. A person is assigned the duty of documenting and reporting all new, obsolete, or acquired equipment. The Inventory Control Form will be the official form used for this reporting.
3. An annual inventory report will be required of each campus division listing all equipment, serial number of each equipment, and date of possession.
4. When equipment is determined obsolete and division wishes to dispose of it, the Inventory Control Form must be completed and sent along with obsolete equipment to the facilities/maintenance division.
5. When possible, obsolete equipment will be sold to interested individuals and funds received from this transaction will be transferred to the business office within five (5) working days of sale for posting. Transfer should list equipment sold (with serial number), amount of sale for each piece of equipment, and name(s) sold to. Equipment and serial number should match the Inventory Control Form which was forwarded with obsolete equipment.
6. All new equipment will be received by the office who initiated the purchase. Immediately after receipt of equipment or furniture, the department is responsible for completing an Inventory Control Form and forwarding it to the facilities/maintenance division within five (5) working days after receipt of equipment.
7. Any change in location of equipment or furniture must be reported to the appropriate office within five (5) working days of equipment move.

Refer to Section {E}  
{Facilities}Unit  
**Procedure for {E6 – Inventory Control}**



**a. INVENTORY CONTROL FORM**

**Building:** \_\_\_\_\_

**Location:** \_\_\_\_\_

<u>ITEM(S)</u>	<u>INVENTORY #</u>	<u>SERIAL #</u>	<u>VALUE</u>
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**TRACK MOVEMENT**

**Old Location:** \_\_\_\_\_

**New Location:** \_\_\_\_\_

**Inventory Number:** \_\_\_\_\_

**OBSOLETE EQUIPMENT**

**Item(s):** \_\_\_\_\_

**Inventory & Serial Numbers:** \_\_\_\_\_

**Date sent to Facilities/Maintenance Division:** \_\_\_\_\_

**How to dispose:** \_\_\_\_\_