

## **6Hx19-5.15    PROPERTY RECORDS**

The purpose of this Board Rule is to establish Board policy relating to records of property belonging to the College.

All College tangible personal property of a non-consumable nature and non-expendable nature, with a value of \$1,000 or more and life expectancy of more than one year, shall be marked in the manner specified and inventoried in a manner consistent with guidelines established by Florida Administrative Code.

The College shall complete an inventory of its property no less than once each fiscal year or whenever it is deemed appropriate by the President or designee. The College shall maintain a record of its property, which will be compared with the physical inventory, and all discrepancies shall be investigated and reconciled.

The College President or designee is responsible for the custody of college owned tangible personal property per college procedure.

Rule Adopted:        5/11/72; 7/11/74; 8/25/75; 11/19/79; 4/21/86; 7/17/89; 1/17/95;  
                                 1/18/2000; 9/16/08; ■10/15/12; 6/12/18

Effective Date:        5/11/72; 7/11/74; 10/7/75; 11/19/79; 4/21/86; 7/17/89; 1/17/95;  
                                 1/18/2000; 9/16/08; ■10/15/12; 6/12/18

Legal Authority:

General Authority:    Florida Statutes: 1001.64; 1001.65 F.S. 273, 274

Other References:    Florida Administrative Code: 69I-72; 69I-73

Law Implemented:    Florida Statutes: 1001.64(1)(2)(4)(5)(27)(44); 1001.65(1)(6)(24)

Proposer:        Timothy L. Beard, President

■President's Cabinet Approval – Non-Substantive/Editorial