

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 707.4

Title Records

Inventory

An annual inventory of all equipment and furniture shall be maintained under the supervision of the President or his/her designee. All items of equipment that are not consumable in nature and which have a value of \$500 or greater shall be included in the annual inventory.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of Last Revision 5/9/88

Date of Current Revision 12/11/95

Related Administrative Procedures and Cross References _____
