



College of The Albemarle Procedure

Procedure Number: 6.3.7.1

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Title: Equipment Inventory

Related Policy: 6.3.7 Purchasing

Division of Responsibility: Business and Administrative Services

The College shall conduct an annual inventory of capitalized assets. Spot checks may be made at intervals when deemed necessary or advisable. The College shall inventory non-capitalized high-risk assets at least once every two (2) years. The chief financial officer shall be responsible for making sure that the inventory is completed.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision