

## Palo Alto College

### College Procedure

<b>Procedure Number:</b>	B 4.0
<b>Procedure Title:</b>	Inventory Procedures
<b>Relevant Board Policy:</b>	<a href="#">C.2.7 (Policy) Equipment/Property Management</a>
<b>Originating Unit:</b>	Information Technology Services
<b>Maintenance Unit:</b>	Vice President of College Services

- I. Purpose: This document is to set a college procedure to follow for inventory purposes. At Palo Alto College (PAC), each PAC employee has a general obligation to safeguard and make appropriate use of property owned by or accountable to the college. The various department heads are vested with the ultimate responsibility for all inventories within their departments. Ultimately, the Alamo Colleges District has title and ownership of all college property. Actual possession, use, and accountability are maintained at the department level.

- II. Procedure Statements:

#### **Annual District Inventory**

Property Steward and Property Assistants will work together with District Inventory Control to conduct an annual inventory of all assets and resolve any discrepancies disclosed by the inventory.

1. Departmental inventory records will be updated upon completion of the inventory and resolution of discrepancies. Any adjustment to department accounts will only be made by Inventory Control with proper documentation provided by the department to Inventory Control.

**Fall and Spring Semester College Inventory.** In addition to the annual district inventory, the college will perform a fall semester inventory, which will begin September 1 and conclude on September 31, and a spring semester inventory, which will begin April 1 and conclude April 30.

1. Property Steward and Property Assistant of each department will perform an inventory of all asset items assigned to them.
2. Property Steward and/or Property Assistant will generate an inventory of all listed equipment from WiseTrack and physically locate each item on the list, noting any changes to location or status.
3. The Property Steward or Property Assistant will update WiseTrack and provide a Wise Track report to the Office of VPCS and include the date of the inventory check.

Date Issued: September 19, 2017

Approved:(signed: Dr. Mike Flores)  
President