

## **Procedure 6.3.7.1 Business Services: Equipment Inventory**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**BUSINESS SERVICES  
EQUIPMENT INVENTORY**

**PROCEDURE  
6.3.7.1**

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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 Vice President for Business and Finance shall be responsible for making sure that the inventory is completed.

Adopted: 5/24/18 BOT