

RULE

Subject	Personal Property Accountability	Number: 6HX14-5.20
Authority	F.S. 1001.64, F.S. 1013.28 F.S. Ch.274	Date: 10/23/13
History	01/18/84, 04/24/85, 05/17/89, 04/21/95, 06/16/99, Formerly Rule 6H14-6.08, 8/16/00, 4/21/04, 5/19/06	
Source	Vice President, Business & Administrative Services	

All College personal property, equipment and other non-consumable tangible property except for computers, laptops, tablets, monitors, and related devices, the value of which is \$1,000 or more, shall be inventoried and accounted for annually. All computer equipment, laptops, iPads, and other computer-related hardware shall be inventoried annually regardless of value. Each organizational head, including department chairpersons, shall be the custodian of College property assigned to their unit.

Disposal of College property and acquisitions by gift to the College shall be as specified in Procedure.