

## **AP 6520 Security for District Property**

### Reference

**ACCJC Accreditation Standard III.B.1;**  
**WASC/ACS Criterion 8, Indicator 8.4**

### **1.0 Fixed Assets**

- 1.1 The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$1,000.
- 1.2 The District will conduct a physical inventory of fixed assets on an annual basis. This listing will include a description, name, identification numbers, original cost, date of acquisition, location, and funding source.

### **2.0 Transfer of Assets**

- 2.1 In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the site designated Inventory Control Clerk.
- 2.2 The Inventory Control Clerks will be responsible for ensuring that the inventory system is properly updated.

### **3.0 Releasing of College Equipment for Use Off Campus:** All requests to borrow or to remove community college property from any campus for educational or district related purposes must be in writing and be cleared through immediate management. Equipment loaned for non-educational purposes, and where charges are involved, must be cleared through immediate management.

See Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Board Policy 6310, Personal Use of District Property, Facilities, and Equipment; Board Policy 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540 Insurance.

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September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff