

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.2.1
Related Policy: 4.1.2
Title: Equipment Inventory and Disposition
Responsibility: Procurement Manager

Original Approval Date: 08-01-1994
Last Cabinet Review: 11-30-2022
Last Revision: 11-30-2022

President

- A. The inventory shall be maintained in a manner approved by the South Carolina Technical College System and the records shall contain such statistical data as may be deemed necessary in accounting for the equipment and its use.
- B. All equipment valued at \$2,500.00 or more will have a state equipment I.D. located on the equipment and properly recorded in accordance with current state board inventory procedures. New equipment purchases will have a properly recorded I.D. prior to distribution to the appropriate department.
- C. All state equipment valued greater than \$2,500.00 will be inventoried annually and the data electronically transferred to the South Carolina Technical College System.