

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 8700

Inventory Policy

Date Adopted:	21 May 2002
Date Revised:	11 December 2009
Date Reviewed:	28 May 2014
References:	Business Office Inventory Policy

All computers and computer related equipment purchased at a cost of over \$500.00 will be tagged with College inventory tags and properly inventoried.

The inventory will include the date of purchase, the manufacturer, serial number, location, working status, assigned user(s), operating system model and version, productivity suite model and version.

All activity heads should submit copies of the inventory list to the business office and the designated Director of Information Technology.

Inventory lists will be updated upon receipt of new equipment.

Theft of computer supplies will be reported to the Director of Information Technology and the Chief of Security.