

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.~~

Proposing to delete this policy as it is redundant to [BP 5301 Procurement Policy](#) and [AP 5301 Modes of Procurement](#). There is no associated AP 8700.