

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 4.1.1.1  
Related Policy: 4.1.1  
Title: Property Control  
Responsibility: Procurement Manager

Original Approval Date: 02-28-1997  
Last Cabinet Review: 09-21-2022  
Last Revision: 09-21-2022

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President

- A. All state equipment will be assigned by the Procurement Manager to the appropriate departments, as indicated on the College's Purchase Order.
- B. No equipment shall be moved, loaned, or transferred to the other departments or campuses without the completion of a Property Transfer Form and notification to the Procurement Manager.
- C. College owned property is not to be used for non-College purposes. College equipment may be used for state, county, or city projects if written authorization is obtained from the Office of the President.
- D. In the event of missing or stolen equipment, the person responsible for the equipment must notify the Procurement Manager immediately. Police must be called to investigate all cases of suspected theft of equipment.
- E. The President must authorize the disposal of state property, except real property, in accordance with State/Federal laws and statutes and the S.C. State Board for Technical and Comprehensive Education policies and procedures.