

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: 11-01-2017  
Last Revision: 11-01-2017

---

President

- A. All state equipment will be assigned by the Procurement Office 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 Officer.
- C. School owned property is not to be used for non-school 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 Officer 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.