

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

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President

- A. The inventory shall be maintained in a manner approved by the S. C. State Board for Technical and Comprehensive Education, 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 \$1,000.00 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 will be inventoried annually and the data electronically transferred to the Tech Central Office.