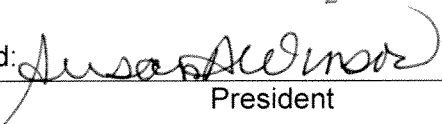



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EQUIPMENT USE AND INVENTORY	Procedure Number:	7-2-104.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:	4-5-101.1		
Governing ATC Policy:	7-2-104		

Approved:		
	President	Vice President of Administrative Services

Date Adopted:	07/01/2004
Date Revised:	05/12/2008

The following procedures shall be followed:

- A. All employees are responsible for the economical use of equipment and supplies made available to them to help carry out their duties. Employees are also responsible for the security and safe operation of College equipment entrusted to them.
- B. The Materials Coordinator will be responsible for the receipt, documentation, record keeping, inventory, shipping, and final disposition of all College equipment. The Materials Coordinator will maintain an equipment responsibility list.
- C. Administrators and instructors are assigned direct responsibility as sub-custodians for protection and inventory of equipment in their area as prescribed by the Materials Coordinator. All equipment in use outside of the assigned department will be accompanied by an Equipment Transfer Form, signed by the assigned department head and the individual having possession of the equipment. A copy of the Equipment Transfer Form will be on file in the office of the Materials Coordinator.
- D. College-owned equipment is to be used for educational support purposes. Use of equipment for personal convenience or gain is not permitted.
- E. Equipment may be removed from the campus for use in direct association with Aiken Technical College, State, County, City, or non-profit community organization

activities if authorized, in advance, by the Vice President of Administrative Services. Prior to removal from campus the requestor must complete and Off-Site Inventory Control Form and have it approved by the Vice President of Administrative Services or designee. Upon termination of activities or employment all equipment must be returned to the College. Returns must be coordinated through the Materials Coordinator.

- F. The Materials Coordinator will be notified when any piece of equipment is transferred to another department or leaves the campus for repair, return, calibration, etc... This notification is accomplished by completion and submission of the Equipment Transfer Form.
- G. Each sub-custodian shall check the location of the equipment for which they are responsible at least once each semester.
- H. It is the responsibility of each sub-custodian to immediately report to the Materials Coordinator when a piece of equipment is missing or destroyed.
- I. Physical inventory of all equipment will be conducted annually. The Materials Coordinator will arrange with each inventory department sub-custodian for the accomplishment of physical inventory of all items.
- J. The Materials Coordinator will initiate an ATC Survey/Inventory Adjustment Report for each missing item for submission to the State Board for Technical and Comprehensive Education.
- K. The Materials Coordinator will provide a quarterly update on the inventor status to the Vice President of Administrative Services.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2013		