



## **INVENTORY CONTROL - NON-EXPENDABLE ITEMS POLICY**

**Policy Number: 3.6001**

**Subject Area: Business Services and Finances**

**Adopted: 10/16/2003**

**Revised: 10/16/2003**

The Inventory Control Policy is intended to ensure effectiveness and accountability for receiving, controlling, maintaining, and disposing of non-expendable, fixed property items at Kaskaskia College.

All non-expendable College property shall be accounted for and maintained according to established College procedures, which shall include guidelines for maintaining correct and current information on College property, receiving and tagging of property that distinguishes it as that of Kaskaskia College, keeping current inventory control records, handling the disposition of non-expendable property, and by verifying through physical inventory that this information remains accurate.

Approval History: Replaces Inventory Control – Non-expendable Items 4.25 approved October 16, 2003