
WEST HILLS COMMUNITY COLLEGE

PROPERTY

PROPERTY RECORDS AND INVENTORY

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventories and properly maintained property records of all building contents.

“Contents” means (for purposes of this policy) supplies, equipment, and furnishings that, although housed in a building, neither constitutes and integral part of the building nor are permanently attached to the building.

The Chancellor shall maintain an inventory, by physical count, of all district-owned building contents having a current market value of more than \$200.

Items which may be defined as contents or as part of the building shall be defined in such manner as to minimize the insurance coverage thereof.

The Chancellor shall maintain a system of property records which shall include all descriptive matter required by law.

The Chancellor shall prepare regulations for the implementation of this policy which shall include that a spot check be conducted annually to determine loss, relocation or excessive wear of building contents; that all building contents be identified by permanently attached numbers; and that no equipment be removed for personal or non-school use except in accordance with Board Policy.

5 Cal. Adm. Code 16035, 16036

Board approval date: _____