

HAYWOOD COMMUNITY COLLEGE	BUSINESS SERVICES EQUIPMENT INVENTORY	Procedure 6.3.7.1
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The College shall conduct an annual inventory of capitalized assets. Spot checks may be made at intervals when deemed necessary or advisable. The College shall inventory non-capitalized high risk assets at least once every two (2) years. The Vice President for Business Services shall be responsible for making sure that the inventory is completed.

Adopted: 06-07-2017