



# Santa Fe College Rules Manual

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**Title:                   Tangible Personal Property Control                   Rule 5.7**

General Authority: FS 1001.64  
Law Implemented: FS 1013.28, 274.05, 274.06

Effective Date:       July 1, 2009

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Purpose: To provide for control of personal property.

Each piece of tangible personal property (furniture, machinery, and equipment) owned by the Board of Trustees with a fair market value or cost of \$5,000 or more shall be accounted for and physically inventoried annually. The standards shall be set forth in Tangible Personal Property Control Procedure 5.7P for purposes of marking, inventorying, and disposing of property owned by the Board.

The Property Coordinator will be responsible for coordinating and conducting physical inventories and for supervising the record keeping functions for an adequate system of property control.

A property survey committee shall be appointed and charged by the President in accordance with Tangible Personal Property Control Procedure 5.7P.

Procedures for trade-in of equipment, taking of physical inventories, and reporting missing or stolen items shall be set forth in Tangible Personal Property Control Procedure 5.7P.

All College employees are expected to respect public property and preserve College resources from abuse. Failure on the part of any College student or employee to cooperate with reasonable procedures involving the use and control over property owned by the Board may be considered grounds for dismissal from the College.

Rule History  
June 2009 (410.430)  
May 1989 (410.134)  
April 1989 (410.133)  
November 1982 (410.100)