

**SECTION: Business Affairs/Purchasing**  
**SUBJECT: Inventory Management**

**ISSUED BY:** Office of Business Affairs  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** July 1996

**Policy**

When ever college owned equipment or furniture is moved to a different room or building or department, a written notification is to be sent to the Manager for Purchasing. The notification should include information such as, (1) College I.D. # on the metal tag, (2). Description of items(s), (3) item(s) previous location and the new location.