

ADMINISTRATIVE RULES

Title: CUSTODY & DISPOSAL OF COLLEGE PROPERTY	Identification: 6HX-10-6.05
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	Effective Date: 12/06/17
Authority: FS 1001.64; 1001.65; 1013.28	Signature/Approval: Dr. Ken Atwater

PURPOSE

This rule establishes policy regarding the custody and disposal of College property.

RULE

The President will act for the Board of Trustees as the custodian of all College buildings, grounds, property and equipment, and other resources of the College. The institution will maintain property records, in compliance with state laws, which will be reconciled with an annual physical inventory of College property.

College-owned property may be declared surplus and/or obsolete if its continued use is either uneconomical, inefficient or serves no useful purpose. The disposition of surplus property shall be in accordance with applicable State law. All disposals must be approved by the Board of Trustees.

The President will ensure development and implementation of procedures to prioritize the use of space, maintain custody of College property, equipment and resources, and for use, as well as for disposal, of surplus property.

History: Adopted: 3/12/74 and 4/20/80; Revised: 12/18/74; 3/4/75; 9/21/83; 10/15/86; 6/15/88; 1/25/88; 4/11/90; 3/29/01; 8/17/05; Formerly: 6HX-10-5.106, 6HX-10-5.302