



Ohio Administrative Code

Rule 3358:5-11-15 Equipment inventory control policy.

Effective: August 22, 2016

(A) To maintain the control and the identification, recording, and accountability of all moveable equipment, accurate and timely records must be on file.

(B) Records of equipment costing five-thousand dollars or more and having an estimated useful life of five years or more shall be maintained by the office services center. These records shall contain an inventory barcode tag number, dollar cost, and location.

(C) Records of equipment costing less than five-thousand dollars shall be maintained by the appropriate departmental administrator responsible for the equipment.

(D) Records of all technology equipment (above or below five-thousand dollars) shall be maintained by the information technology department.

(E) Equipment inventories are audited periodically. Therefore, it is of great importance that all transactions affecting equipment be reported in a timely fashion in accordance with established procedures.

(F) No employee of the college shall personally benefit from the sale of college inventory. All monies collected from the sale of inventory shall be remitted back to the college.
