

Property Control	Policy Number	5.1
	Effective Date	May 10, 2011

1.0 POLICY & PURPOSE



Laramie County Community College (LCCC) requires centralized and uniform property (*inventory*) control services for all LCCC assets. Administration and Finance Services (*Purchasing, Building Services, and Accounting*) shall be responsible for the administration and inventory control processes required of all property that has been or is going to be purchased by or donated to LCCC.

2.0 REVISION HISTORY

Adopted on: 1/15/92
 Revised on: 2/2/95, 4/24/97, 4/1/10, 5/10/11

3.0 PERSONS AFFECTED

- A. All full-time, part-time, adjunct employees and students of LCCC who engage in use of and/or disposition of College property and under the auspices of the College.
- B. Individuals from external organizations seeking to utilize College property, complete donations or property transactions with the College.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jerry L. Harris, Contracting/Procurement Director	3/22/11
Approval by President's Cabinet		5/10/11
Approval by President (Signature)		5/10/11
Approval by Trustees (Signature)		11/28/12