

SOLANO COMMUNITY COLLEGE DISTRICT

DISTRICT PROPERTY – FIXED ASSETS INVENTORY

3300

POLICY: The District is required to manage and control property within its jurisdiction. For purposes of determining items to be included in the inventory, the District shall comply with the threshold value as provided in the California Community College Budgeting and Accounting Manual. District insurance requires that all property owned by the District must be inventoried so that insurance values can be accurately established. A three (3)-year physical inventory cycle shall be established, however, videotapes of all buildings and their contents may be used in lieu of the physical inventory.

**REFERENCES/
AUTHORITY:**

California Education Code, Section 81600

WCW/jkb

Policy 3300

ADOPTED: November 1, 1971
REVISED: January 21, 1987; May 17, 2000
REVIEWED: 2008 – No Updates