

FINANCE AND ADMINISTRATIVE SERVICES

AP 6520 SECURITY FOR DISTRICT PROPERTY

Reference:

- Accreditation Standard III.B.1
- Title 5, Section 58311(2)
- ACCJC Accreditation Standard III.B.1
- Accreditation Standard III. C. 3.

The Superintendent/President shall delegate to the Vice President for Finance and Administrative Services responsibility to manage, control, and protect the assets and records of the District.

Fixed Assets

Each member of the District faculty and staff shall be responsible for equipment under their control. Loss of equipment or unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Any individual who removes District-owned property assumes personal liability for repair or replacement of such equipment in the event of damage or theft.

An inventory record shall be kept of all District property with an acquisition cost in excess of limits established by Education Code Section 35168.

The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$5,000.

In the event that fixed assets are moved within District boundaries, the appropriate administrator in each area must approve the request. In addition, notice must be sent to Fiscal Services. Fiscal Services will be responsible for ensuring that the inventory system is updated.

No item of equipment shall be removed under any circumstance until the Warehouse Supervisor has inventoried it and assigned a property control number (via an asset tag).

District equipment shall not be loaned to persons not employed by or enrolled in the District. Equipment shall only be removed from District property with proper authorization(s). Removal of District property for personal use is prohibited.

Stolen, Lost or Missing District Property

District departments are responsible for providing adequate protection of property in their custody, including protection against hazards of fire, theft, vandalism, and weather. All stolen, lost or missing property, regardless of title, must be reported immediately to the Palomar College Police Department and Fiscal Services upon discovery.

Approved: 3/18/08; Revised: 2/3/15; Revised: 10/6/2020

(Replaces Palomar College Procedures 552, 552.1, 553 and all previous versions of AP 6520.)

Theft, loss, or inability to locate District or grant- or categorically-funded District property shall be investigated and fully documented. It is recognized that the District is responsible for stolen, lost, or missing grant- or categorically-funded District property which may require reimbursement to the appropriate government agency.

Key Control Process

The District issues and maintains keys for control purposes.

No keys will be issued without a signature of the employee and approval of the appropriate department chair/director and dean/vice president.

Upon transfer of assignment or termination of employment, an individual must return any issued keys that are no longer needed to the Facilities Office.

Under no circumstances shall keys be loaned to an unauthorized person.

Lost or stolen keys must be reported to the Palomar College Police Department within 24 hours of the discovery of the loss or theft and to the issuing department immediately.

Office of Primary Responsibility: Fiscal and Administrative Services