

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title EQUIPMENT INVENTORY CONTROL	Number E-6.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 3
Approval Vice President _____ President _____	Supersedes Procedure No. E-6.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. All equipment acquired by Williamsburg Technical College, whether purchased or donated, having a value of \$2500 or more or identified as pilferable (\$1000 - \$2499) by the state listing should be identified with an asset identification tag. Computer software will be identified by placing an asset identification tag on the equipment containing the software if applicable, if not, the sticker will be placed in the software book kept in the Associate Vice President (AVP) for Facilities Management's office. (bottom draw of the horizontal file cabinet), and manuals will be identified with a marking pen. If the software is not contained in the equipment, disks and manuals will be identified with an inventory sticker or a marking pen.

Equipment Document (Industrial Division Form 2)

Upon receipt of equipment, an Equipment Document form will be completed by the AVP for Facilities Management who is responsible for inventory control. The following information is required on all documents.

- a. Date
- b. State identification number
- c. Commodity code
- d. Location
- e. Description of equipment
- f. Serial number
- g. Vendor code
- h. Purchase date, month, and fiscal year purchase is completed and ready for payment
- i. Purchase order number
- j. Fund code
- k. Acquisition cost - unit cost plus tax, discount, freight, installation, etc.
- l. Add to inventory
- m. Signature of institutional custodian

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B. Inventory Control Form

1. Information from the Equipment Document is transferred to the Inventory Control Form by the AVP for Facilities Management.
2. Upon delivery of equipment to the receiving department, the employee who is responsible for the equipment signs the form and indicates date of receipt. The AVP for Facilities Management or his designee retains a copy and provides a copy to the custodian of the equipment.
3. Equipment transfers from one department to another are accomplished by the AVP for Facilities Management or his designee who obtains the signature of the receiving custodian and assigns the receiving department location. Equipment transfers made without following this procedure will result in the equipment being the responsibility of the individual who signed as department custodian.
4. The AVP for Facilities Management will finalize inventory equipment to the State Inventory System (AIMS) by adding the purchase value and funding source, uploading the information via computer to the AIMS system and filing all paperwork for future reference in the AVP for Facilities Management's office.

C. Equipment Circulation Record

1. The AVP for Facilities Management or his designee is responsible for maintaining records on borrowed equipment for all areas except media.
2. Library personnel are responsible for maintaining records on borrowed media equipment.
3. The Equipment Circulation Record will be completed with the following information:
 - a. Borrower
 - b. Department
 - c. Telephone number of borrower
 - d. Room in which equipment is to be used
 - e. Date borrowed
 - f. Date due to be returned
 - g. Description of equipment including identification number and/or serial number
 - h. Signature of employee checking out equipment
 - i. Signature of borrower

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4. When equipment is returned, the following will be completed:
 - a. Signature of employee checking in equipment
 - b. Date equipment is checked in

5. Equipment borrowed for off-campus use must have the approval of the President or a Vice President.

6. Files on Equipment Circulation Records for all equipment other than media will be maintained by the AVP for Facilities Management or his designee and uploaded electronically via computer to the AIMS system. The employee who checks out equipment will be responsible for submitting the original copy of the form to the AVP for Facilities Management. The employee who checks in borrowed equipment will be responsible for coordinating the check-in with the AVP for Facilities Management. Library personnel will maintain files for media equipment.

D. Report of Survey(ROS)/Inventory Adjustment Report

1. Equipment which is stolen or no longer serviceable will be reported to the AVP for Facilities Management who is responsible for completing a Report of Survey/Inventory Adjustment.

2. Distribution of Completed Form (ROS)
 - a. The AVP for Facilities Management or his designee will get the signatures of the President or the VPAF, the affected department head, sign the ROS, file a report with the Kingstree Police Department (KPD), retain a copy of the KPD report for the file, upload the required info into the AIMS system and file all supporting documents in the AVP for Facilities Management's office.