

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6503 Inventory Control

Reference:

Education Code 60500, 60510, 60521, and 81450 - 81455

The Governing Board authorizes an inventory system for the control of district fixed assets. The inventory system shall be adequate to meet basic and required internal control, accounting and risk management requirements.

The Vice Chancellor of Business and Fiscal Services or designee are responsible for the development, implementation, and reconciliation of Rancho Santiago Community College District's inventory system.

The Governing Board shall adopt adequate procedures and staff resources to maintain records and controls for all district moveable equipment. This includes all district direct and auxiliary operations and services, and all related activities supervised by the Chancellor and sanctioned by the Governing Board. All district managers and staff shall be responsible and accountable for inventory control in their area.

Revised: September 9, 2013 (Previously BP3400)

Reviewed: August 21, 2017