

EQUIPMENT OBTAINED AS GIFTS OR LOANS

1. College President, or designee, will forward a copy of the letter accepting the gift or loan of equipment items with a unit value in excess of \$5,000.00 to the campus individual responsible for equipment inventory.
2. The campus individual responsible for equipment inventory will notify the District Office Purchasing Director and the location Receiving Clerk of the need to assign an Asset Number to an item of equipment which was donated or loaned to the College with a value of more than \$5,000.00.
3. The location Receiving Clerk will create an asset record in the Fixed Asset Module.