



**Broward
Community
College**

Policy Manual

Title: Property Control	Number: 6Hx2-7.04
Legal Authority: Fla. Statutes 274.02 Fla. St. Bd. of Ed. Admin. Rules	Page: 1 of 1

Adequate property control records of all transactions for equipment with a value of \$1000 and a normal life expectancy of one year or more must be maintained to enable the College to meet the requirements of law. The *State Accounting Manual for Florida's Public Community Colleges* requires the following:

- Records are maintained on items of equipment costing \$1000 or more.
- Each piece of equipment, regardless of cost, be identified as property of Broward Community College and that equipment with a value of \$1000 or greater be assigned an asset number.
- The College conducts an annual inventory of all property costing \$1000 or more.

The President is authorized to issue such procedures and regulations as are necessary to ensure proper accounting, annual inventory, and disposal of equipment.

[Link to Procedure A6Hx2-7.04](#)

History: Reissued as Policy 6.20 on October 17, 1989; revised on March 19, 1991; revised and re-numbered on July 23, 1997; revised on June 27, 2001; revised on May 25, 2005.
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Approved by the Board of Trustees	Date 05/25/2005	President's Signature 	Date 05/25/2005
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