

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ANNUAL INVENTORY**

**POLICY 3440**  
**ADOPTED: 01/22/91**  
**AMENDED: 12/17/91**  
**AMENDED: 05/18/93**

An annual inventory will be conducted of all Triton Community College equipment and furniture no later than February 28, by the College staff.

Each department will conduct, supervise, and be responsible for the annual inventory within the department. The Business Services department will conduct, supervise, and be responsible for the inventory within the President's Office and the Board of Trustees Board Room.

Each inventory item will include a count of items and a present value computed as follows:

1. Original cost less depreciation and/or
2. Estimated replacement cost.

Copies of the department's inventory will be distributed and filed as follows:

1. Copy within department,
2. Copy to the Vice President of Business Services,
3. Copy to the President,
4. Copy to the Board of Trustees.