

## **BP 6330-1 Conduct of Annual Inventory**

Reference:

Education Code Section 35168

Under the direction of the Office of the Vice President of Administrative Services the college shall conduct an annual inventory of college assets that are equal to or in excess of \$5000 in purchased or donated value. The inventory shall be rotating and must encompass the entire assets of the College every three years. This inventory will be a “physical” count with Monterey Peninsula College employees or designates actually verifying the inventoried assets are in situ. The Office of the Vice President of Administrative Services may designate any department under his auspices to conduct the inventory. Items of a purchase or donated value equal to or greater than \$1000 and less than \$5000 will be tagged and inventoried but not counted in the rotating physical inventory.