

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: EQUIPMENT CONTROL
1 of 1

Page

Administrative Procedure Number: 506.02

Date adopted: 10/15/70 Revised: 4/8/86, 4/01, 4/25/06, 6/17/08, 8/23/16

Property belonging to the State of Washington or the federal government should not be removed from campus. Library resource materials and media equipment which have been "checked out" from the library are removed on a temporary basis and are not to be considered. GHC Education Centers are extensions of the main campus and items located there are not considered removed from campus. However, the following exceptions are noted. Equipment such as laptop computers, PDA's, and small electronic devices assigned, or checked out for a specified time, to an individual may be removed from campus by that individual for use in carrying out their assigned duties. Off-campus use of equipment for a Grays Harbor College related event, program, or community activity will need advance approval from the President or his/her designee. State property is not available for personal use by employees, nor loaned to individuals or groups off campus.

In compliance with OFM regulations, items considered small and attractive will be tagged. Items and dollar thresholds are listed in SAAM manual 30.40.20.

In compliance with OFM regulations, items to be capitalized will be tagged according to the dollar threshold listed in SAAM manual 30.20.20.

[SAAM manual](http://www.ofm.wa.gov/policy/default.asp): (<http://www.ofm.wa.gov/policy/default.asp>)

All laptops and desktop CPUs will be tagged, regardless of acquisition cost.

Items that are stored and/or used off-campus for more than 30 days with an acquisition cost of \$100 or more must be labeled with "Property of Grays Harbor College".