

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**SUBJECT: EQUIPMENT CONTROL**

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**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, 3/20/2020**

Property belonging to the State of Washington or the federal government should not be removed from campus, unless used in direct support of official or approved college activities. Library resource materials and media equipment which have been "checked out" from the library are removed on a temporary basis. GHC Education Centers are extensions of the main campus and items located there are not considered removed from campus.

State property is not available for personal use by employees, nor is it to be 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 OFM SAAM manual 30.20.20.

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

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