OD College-wide Inventory

Inventory General  (Consultant, Authorization & Scope)

Inventory Dates  (February 8 - March 31, 2017, Dept. Schedules)

Assets to be Inventoried  (Capital & Controllable)

College Participation  (User Department Expert, IT, Finance)

Fixed Asset Data Base

Deliverables  (Inventory, Software, Hardware, Insurable Values, New Tags, Replacement Costs/Useful Life)
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New Disposal/Transfer Policy (Board Policy, Administrative Procedures, Forms - Review)

On-going Inventory Process (Internal, External, Other)

In Summary (Reconciliation, Additions, Disposals)