

Palm Beach State College

Board Policy

TITLE	Responsibilities of Property Custodians	NUMBER 6Hx-18-4.46
LEGAL AUTHORITY	1001.61 FS, 1001.64 FS	PAGE 1 of 1
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 7/26/1979. 9/15/1985, 12/14/1994, 6/19/2001	

Policy:

1. Designation: Only the President or designee acting for the District Board of Trustees shall have the authority to designate new property custodians or to relieve a designated property custodian of property control responsibilities.
2. Area of Delegation: A property custodian shall be the budget manager and shall be accountable for all property in assigned areas of responsibility at the College.
3. Responsibility: A property custodian shall be required to maintain a continuous set of inventory records in the file. These records shall verify the accountability of all equipment under jurisdiction at any particular time. Instructions for the maintenance of inventory records will be issued from the Office of the Vice-President of Administration and Business Services.
4. Assistance: A property custodian shall not be permitted to transfer property control responsibility to subordinates. The property custodian may assign personnel to assist but shall be accountable for all property charged to the property custodian.
5. Change of Property Custodian: When there is a pending change of a property custodian, the existing property custodian shall be held accountable for all property within the assigned area until there has been a complete inventory and any discrepancies have been traced and reconciled.
6. Inventory for Change in Property Custodian: Inventory shall be taken by the property custodian, in conjunction with an additional staff member, using the annual inventory procedure.