

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO.** 4.20

**TITLE:** INVENTORY

**LEGAL AUTHORITY:** FLORIDA STATUTES: 1001.64, 1013.28, 274.05, 274.06

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

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All property acquired with College funds or accepted by the District Board of Trustees through donations shall be properly accounted for through inventory procedures as specified in Florida Statutes and State Board of Education Rules.

**HISTORY:** Last Reviewed 10/22/19

**Issued by District Board of Trustees:** 11/28/01

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12, 10/22/19

**Revised:** -