

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Finance and Administration
POLICY/PROCEDURE: Disposal of College Property
DATE: March 1, 1993
REVISION(S):

NUMBER: 3.41

The College must follow certain guidelines for disposal of all property from inventory. Inventory release forms are processed by the Business Office in accordance with the State Accounting Procedures Manual. Any equipment or property that is to be sold, or that has been lost, stolen, or destroyed, should be reported to the Business Office.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

3.41