![Technical College of the Lowcountry logo]

PROPERTY & EQUIPMENT
FE – 200

Department Responsibility: Administrative Services & Facilities
Approved Date: October 20, 2020
Related Policies & Laws: State Board Policy 4-5-101
SC Code of Laws; Title 11 Ch. 35

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CHAIRMAN SIGNATURE   **PRESIDENT SIGNATURE**

The purpose of this policy is to establish responsibility for property, provide for better utilization of property, facilitate physical inventory of property, and comply with State policy. TCL administration is responsible for the supervision and maintenance of all college property, equipment, and facilities.

College property and equipment are to be used to support teaching, service, and administrative functions.

I.   RESPONSIBILITY FOR PROPERTY

1. The responsibility for property control is under the Vice President for Administrative Services.
2. Day-to-day property management responsibility has been delegated to the Facility Management Director and Procurement Officer.
3. All college employees should be concerned with the proper care and security of any equipment which they use or oversee.

   a) **Prohibited Use of Resources**
   It is strictly prohibited to use any College resources, including any person, money, equipment or property to conduct an external business operation, private employment, or other activity for any personal benefit or private gain during working hours on TCL property.

   b) **Removing Equipment from Campus**
   Other than devices individually issued to an employee such as laptops or mobile phones, no employee may remove equipment from TCL campus. Employees who remove equipment from campus without prior approval are subject to appropriate disciplinary action, and will be held responsible for the loss, damage, or destruction of equipment.

II.   DONATED PROPERTY

   1. The President and Vice President for Administrative Services are authorized to accept property and/or equipment donated to TCL.
   2. Donor inquiries should be directed to the Office of the President.

PROCEDURES: State Board Procedure 4-5-101.1