

# Palm Beach State College

# Board Policy

<b>TITLE</b>	Property Control	<b>NUMBER</b> 6Hx-18-4.46
<b>LEGAL AUTHORITY</b>	1001.61 FS, 1001.64 FS, 274.02 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Readopted 2/27/1975; Amended 7/26/1979. 9/15/1985, 12/14/1994, 6/19/200, 2/27/2024	

**Policy:**

Palm Beach State College has a significant investment in property assets, including personal property, real property, and significant software assets, to support its mission.

The Board of Trustees authorizes the President to maintain procedures to declare tangible personal property that it finds to be obsolete, worn out, broken beyond repair, or excess surplus and approve of its disposition. The President or designee shall track inventory and maintain records of certain property in accordance with Florida Statute 274.02. The disposition action of property will be provided to the District Board of Trustees at least on an annual basis.

The President or designee shall establish and implement procedures to appropriately acquire, track, retain, transfer, trade-in, return, dispose and otherwise manage control of the College's property according to accounting standards, Florida Statutes, and Board Policies.