

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	SAFEGUARDING COLLEGE ASSETS	04-0606	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-4.5 Collection of Funds	February 28, 2024		

Purpose

The purpose of this procedure is to provide processes for safeguarding College money, checks and other liquid assets.

Procedure

- A. Employees who are entrusted with College assets must use diligent care in ensuring against loss or misappropriation of these assets. The following procedures must be adhered to at all times:
1. Assets must be kept securely locked when not in use.
 2. Assets must never be left unattended.
 3. To provide for accountability, individuals must have sole access to the assets assigned to them.
 4. There must be a comprehensive, written inventory of assets.
 5. There must be written record of all transfers of assets.
 6. Safe combinations and door locks must be changed or re-keyed immediately whenever there is turnover in personnel.
 7. Random, unannounced cash or inventory counts should be taken periodically and documented in writing.
 8. Access to areas containing College assets should be limited to persons having legitimate reasons for being there.

REFERENCES: F.S. 215.86, 1001.64, 1001.65

Adopted Date: September 14, 1993

Revised Date: May 19, 2015, February 28, 2024

Reviewed Date: January 23, 2017