

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	DEEDS AND EASEMENTS	04-1102	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-4.15 Safeguarding Property	February 28, 2024		

Purpose

The purpose of this procedure is to establish the responsibility for maintaining records and providing an accurate accounting of the College's ownership in land.

Procedure

- A. It is the responsibility of the College General Counsel to safeguard the official copies of all deeds and easements relating to College ownership in land and to provide the Vice President of Finance and Administration with copies of all such documents.
- B. The Controller shall ensure that the Investment in Land account in the College General Ledger is supported by appropriate deeds and easement documents.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: March 3, 2015, January 23, 2017, February 28, 2024