



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

Policy: NPRC-6231 Identification of College Property  
Origination: 08-20-2020  
Approved: 10.9.2020  
Effective: 10.9.2020  
Reviewed:  
Last Updated:

## **Subject: Identification of College Property**

### **1. PURPOSE**

This policy establishes the guidelines for identification of College Property.

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all employees of the College.

### **3. REFERENCES**

- 3.1 0000-NPRC Master Policy Index
- 3.2 NPRC-6017 Purchasing and Procurement
- 3.3 NPRC-6230 Disposal of College Property

### **4. DEFINITIONS**

- 4.1 Items of Supply are items including, but not limited to, paper, pens, binders, folders, and other typical office supply items.
- 4.2 Low-Risk Assets are items such as, but not limited to, chairs, desks, filing cabinets, tables, etc.
- 4.3 High-Risk Assets are items such as, but not limited to, laptops, tablets, digital cameras, class supply kits, etc.
- 4.4 A High-Risk Asset Tag is a barcoded tag provided by the Information Technology Department that is used exclusively for High-Risk items

### **5. POLICY**

- 5.1 All property acquired by the College whether through procurement, donation, or grant must be identified as College Property according to the following:
  - 5.1.1 Items of Supply do not require any specific identification.
  - 5.1.2 Low-Risk Assets require a “Property of Northern Pennsylvania Regional College” metallic security sticker.

- 5.1.3 High-Risk Assets require a barcoded High-Risk Asset tag and must have assignments tracked.
- 5.2 Regardless of classification, the following general expectations govern all College Property.
  - 5.2.1 Property must be acquired in accordance with applicable College policies.
  - 5.2.2 Property may only be used for legitimate College business.
  - 5.2.3 Each employee has a general obligation to safeguard and make appropriate use of College Property. This obligation includes but is not limited to:
    - 5.2.3.1 Exercising reasonable care in use to prevent damage and maintain good condition;
    - 5.2.3.2 Exercising reasonable security measures to prevent theft or misuse;
    - 5.2.3.3 Reporting lost or stolen College Property to Business Office;
    - 5.2.3.4 Notifying their department Head of any potential acquisition, relocation, or disposal of High-Risk Assets before it occurs;
    - 5.2.3.5 Notifying their department Head of any Property that is not being used or reasonably anticipated to be used so that it can be transferred to another department or disposed of in accordance with College Policies;
    - 5.2.3.6 Refraining from relocating College Property, other than Items of Supply, without prior authorization from the Vice President for Finance and Administration or his Designee.
- 5.3 College Property must be disposed of in accordance with NPRC-6230 Disposal of College Property.

## **6. RESPONSIBILITIES AND TIMELINES**

- 6.1 All Employees are responsible for complying with the Policy and associated Procedures.
- 6.2 The Vice President of Academic and Student Affairs is responsible for the administration of this policy.

## **7. REVIEW STATEMENT**

- 7.1 This policy shall be reviewed on a regular basis as set forth in the College's policy governing policy review.

## 8. SIGNATURES

*Signature on file*

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Chair, Board of Trustees

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Date

*Signature on file*

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President

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Date

Attachments: None

Distribution: Board of Trustees; <http://regionalcollegepa.org>

Revision Notes: Policy in Origination