



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

BP 6520 Asset Management and Inventory of Property and Records

The Chancellor shall be authorized to manage, control and protect the assets and records of the District, and to insure that appropriate documentation is maintained of all ordering, receiving, delivery to operational assignment, subsequent transfers, and ultimate disposal. In addition, the care and custody of District hard copy records shall also be documented and maintained. Routine delegation of authority to establish and manage necessary procedures shall be made to the Vice Chancellor of Business Services and the Director of Purchasing and Contract Services.

Reference: Education Code Section 81600 et seq.

Adopted: August 28, 2008

See Administrative Procedures: