

# Orangeburg-Calhoun Technical College Statement of Policy

Title: Property Control

Number: 5.004

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Department of  
Responsibility: President's Office

Authorization:

\_\_\_\_\_  
Area Commission Chairman

\_\_\_\_\_  
President

Date Approved: March 20, 2001

Last Revised: March 20, 2004

Last Reviewed: November 17, 2020

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The College shall maintain strict accountability and control of all federal, state, local and other property, including equipment and shall prescribe procedures for the receipt, custody, control, acquisition and disposition of such property.

The Area Commission prohibits the use of College property for personal gain or profit except as provided for in copyright and patent policy. The College shall assume no responsibility or liability for maintenance, repairs or security of personal property which is not officially leased or loaned to the College.

The President is authorized to dispose of property, except real property, in accordance with state and federal laws and statutes, State Board for Technical and Comprehensive Education Policies and Procedures and S.C. Consolidate Procurement Code.