

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.30 (BP 6500)

BOARD POLICY
San Mateo County Community College District

Subject: 8.30 Property Management, Inventory and Transfer
Revision Date: 3/12
Policy References: Education Code Sections 81300 et seq.

1. An historical inventory of property shall be maintained at each College and the District Office.
2. Administrative procedures for inventory shall include provisions for internal transfer of property.
3. District property shall only be used for District operation or for approved Civic Center activities. No other use by any individual or organization is authorized. Any unauthorized use shall be the personal liability of the individual involved. District property that is in the possession of a District employee is loaned to the employee for District use and must be returned upon separation from the District.
4. The Chancellor is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.
5. The Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.