DIN: 7010-1-01
Title of Policy: Fixed Asset/Sensitive Inventory

Policy
Northwest Technical College shall accurately record and monitor fixed asset and sensitive items into the MnSCU Inventory System.

Purpose
To provide a record of assets that are verified by physical inventory.

Responsibility
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>To ensure compliance, work with business office staff for proper entry into ISRS and performance of a physical inventory as required by MnSCU procedure 7.3.6</td>
</tr>
</tbody>
</table>

Supporting References
Listed below are college document(s) that support this policy:

Compliance References:
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
MnSCU Procedure 7.3.6 Capital Assets