

**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:

<b>Group/Individual</b>	<b>Responsibility</b>
Business Manager	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

**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

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:36 PM	
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Approved: President Quistgaard	Date: 4-20-04	Check here if policy should appear in campus handbook: <input type="checkbox"/>		