



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Purchasing
Issue/Revision Date: 12/01/2017

Special Inventory Items

Policy:

Alcorn State University complies with the Mississippi Office of the State Auditor, which mandates that all agencies and universities are required to maintain a complete and current inventory list of each property item (Section 23-9-21), which costs \$500 or more unless the items purchased fall within the groups listed below.

These items will be reported as equipment, regardless of their purchase value:

- Weapons
- Cameras and camera equipment
- Tape recorders
- Two-way radio equipment
- Typewriters
- Appliances (including refrigerators, freezers, air conditioners, stoves, microwave ovens, etc.)
- Televisions/VCRs
- Lawn maintenance equipment
- Sterling silver
- Cellular telephones
- Computers
- Major computer components
- Chain saws
- Air compressors
- Welding machines
- Generators
- Motorized vehicles
- Dictating equipment
- Antiques