



## Inventory Process

### I. Policy

- a. An inventory of all equipment, furnishings, books, resource materials and important records should be reviewed annually. Separate lists should be kept for county-owned and UK-owned property.

### II. Procedures

#### a. Sale or Disposal of Equipment or Properties

- i. University of Kentucky-owned: All equipment or furnishings on the UK inventory and bearing a UK property decal must be returned to UK for disposal.
- ii. County-owned: If an Extension District has been formed, the County Extension District Board has the power to receive and dispose of property acquired by the board under advisement by the local County Attorney. Other county-owned property can be disposed of with approval of the appropriating body which acquired the property.
- iii. Equipment or property received from the Federal Surplus Property Program must be returned to the Federal Surplus Property Office at UK for disposal.

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