



Policy No. 4-5

Subject: Fixed Assets and Surplus Property

Last Revised:

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Vice President of Financial and Administrative Services/Finance Manager	Vice President of Financial and Administrative Services	CAPP Manual Section 30000

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to operate in accordance with the applicable Virginia Department of Accounts, Commonwealth Accounting Policies and Procedures (CAPP) manual, which may be found here: https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary.shtml#30000

II. PERTINENT INFORMATION

III. DEFINITIONS

IV. GENERAL GUIDELINES

V. DELEGATION OF AUTHORITY

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS