

**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](#).

**II. PERTINENT INFORMATION**

**III. DEFINITIONS**

**IV. GENERAL GUIDELINES**

**V. DELEGATION OF AUTHORITY**

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

**VII. OPERATING REQUIREMENTS**