

EVERGREEN

Office of the President

The Evergreen State College - Olympia, Washington 98505

Policy Approval Form

This is the official approval form for College Policies and Procedures. When completed and signed, this form will reside with the finalized policy in the President's Office. Completed and approved policies will be posted on the College Policies Web site (www.evergreen.edu/policies).

(Proposed) Policy Title: Fixed Assets Policy

Policy Steward: Director of Business Services

Summary of New Policy/Changes for Updated Policy

Change from annual to bi-annual asset inventory.
Change in who to notify to dispose of assets.
Changed format

Full Policy must be attached.

Consultation in the Development of this Policy:

Collin Orr, Director of Business Services
Clifford Frederickson, Accounting Manager
Aaron Powell, Director of C&C
Mail and Receiving staff
Kathleen Haskett, Purchasing and Contracts Manager

Approvals:

President: [Signature] Date: _____
 Vice President for Academic Affairs and Provost: [Signature] Date: 8-10-10
 Vice President for Finance and Administration: [Signature] Date: 8-10-2010
 Vice President for Student Affairs: [Signature] Date: 8/12/10
 Vice President for College Advancement: [Signature] Date: 8-10-10
Date Policy posted to Web: August 23, 2010