Standard 5

Learning Resources

Instructional Equipment

1. **The institution has a system of instructional equipment inventory**.

All instructional, as well as facilities, equipment and other materials and supplies at FVI campus are inventoried, as mandated by COE. Under this inventory, an up-to-date inventory accounting system is maintained through the following actions:

* maintaining appropriate documentation to obtain approval of equipment acquisition and disposal;
* an annual inventory revision process that involves a physical verification of tag numbers and location of all equipment;
* and the proper disposition of obsolete or surplus items.

These efforts are supported by the Faculty who administer and use the instructional equipment in their respective departments.