

Pierce College

Policy Guide for Procurement, Handling, and Storage of Animal Feed

Purpose: To establish a policy which outlines the rules for procurement, handling, and storage of animal feed used within the agricultural sciences programs of the college.

1. POLICY

- a) The college provides feed for agriculture animals in support of all academic for-credit (Agriculture Sciences) programs.
 - b) Agriculture programs which are not operated under the academic for-credit classes and which fall under the enterprise programs (i.e. boarding programs for the Equestrian Center) will provide animal feed from separate funding sources outside of the 10100 accounts.
 - c) Animal feed will be purchased by either the Farm or Equestrian manager depending on the type of program. Each manager will be responsible to inventory, purchase, handle, and store animal feed.
 - d) The space within the hay barn shall be allocated to both the Agriculture Sciences and Equestrian Center operations based initially on a 50 percent use for each operation. This percentage may be revised as necessary.
 - e) The storage of hay within the hay barn shall be considered as product inventory, and shall be considered as a secure area for authorized individuals only. This barn shall be patrolled as part of the campus wide security plan.
 - f) Authorized employees will be permitted to access the hay barn at any time and must be able to account for all hay bales taken from this facility.
2. **Exceptions:** All exceptions to this policy must have the prior written approval of the Vice President, Administrative Services or the Vice President of Academic Affairs.

Approved by:

/s/ Dorothy W. Rupert

Dorothy Rupert
Vice President, Academic Affairs

/s/ Timothy L. Oliver

Tim Oliver
Vice President, Administrative Services

Date: August 11, 2005