

DID - FIXED ASSETS (INVENTORIES)

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture,(3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

The School Principals will designate the person responsible for maintaining an inventory of equipment, materials and supplies in his/her classroom and/or office.

The Business Manager shall maintain a capitalization/depreciation inventory per the Government Accounting Standards Board (GASB). The capitalization threshold is to be set at \$10,000 based on initial purchase.

These inventories will be brought up-to-date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (None)

APPROVED: April 13, 2006