

# Black Butte School District 41

Code: **DID**  
Adopted: 1/08/02  
Readopted: 4/28/09; 8/24/10; 1/13/14  
Orig. Code(s): DID

## Property Inventories

The district will maintain inventories of properties in accordance with state and federal law and regulations. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

The district will maintain a complete property inventory of fixed assets, which includes all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000 as defined by the *Program Budget and Accounting Manual*, published by the Oregon Department of Education.

The inventory records will be updated and physically verified annually.

END OF POLICY

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### Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

### Cross Reference(s):

DN - Disposal of District Property