

Eagle Point School District 9

Code: **DID-AR**
Adopted: 1/14/93
Revised/Readopted: 11/14/01
Orig. Code(s): 6132; 6401; AP 6401

Property Inventories

The superintendent will establish a system for identifying and tagging equipment acquired by the district. Equipment will be listed and valued at the time of purchase, and its availability for use will be monitored through its intended life through the annual audit process.

The district will maintain copies of an updated inventory listing of each building's contents and equipment.

1. Capitalized Assets

All items over \$5,000 will be capitalized.

2. Assets Inventoried

- a. All district equipment valued at \$1,000 or more at the time of purchase shall be tagged by using a uniform pre-numbered tag.
- b. Other items valued at less than \$1,000 shall be included if specifically designated. Those items will include but not be limited to: filing cabinets, bookcases, computer tables and office calculators.
- c. As new equipment is received, the site administrator will complete a form, provided by the director of finance, which identifies the piece of equipment, manufacturer, model number, serial number, date of purchase, location and original cost.

3. Transfer of Equipment

- a. When equipment is transferred from one site to another, the site of origin shall complete a form, provided by the director of finance, removing the equipment from the site inventory.
- b. The site receiving the equipment shall complete a form, provided by the director of finance, notifying the business office of the receipt of equipment, its specific location at the new site and the district's inventory tag number.