

Echo School District 5R

Code: **DID**
Adopted: 12/11/96
Readopted: 1/22/13
Orig. Code(s): DID

Fixed Assets

The district will maintain a complete fixed assets inventory which lists all school sites, buildings, equipment and supplies with a value greater than \$5,000. This inventory will be updated as necessary to annually reconcile asset valuation. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

To update these records, the district will keep current records of equipment disposed of and purchased according to procedures developed by the business manager.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

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

Cross Reference(s):

DN - Disposal of School Property