

Elgin School District 23

Code: **DID**
Adopted: 1/09/97
Readopted: 5/09/13
Orig. Code(s): DID

Property Inventories

The district will maintain a complete property inventory which lists all school sites, buildings, equipment and supplies with a value greater than \$100. This inventory will be updated annually. The Board may authorize the employment of an appraisal company to assist with the inventory procedures.

To update these records, the district will keep current records of equipment disposed of and purchased.

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 District Property
ED - Material Resources Management
EDB - Maintenance and Control of Materials