

Harney Education Service District

Code: **DID**
Adopted: 5/23/12
Readopted: 12/12/12
Orig. Code(s): DID

Property Inventories

The ESD will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The ESD's inventory will be updated annually to include property newly purchased and disposed.

Fixed assets includes all ESD-owned property such as land, buildings, improvements to property other than buildings 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.

Other ESD supplies with a value greater than \$500 will be included as part of the ESD's annual inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

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

Cross Reference(s):

DN - Disposal of District Property