

Hermiston School District 8R

Code: **DID**
Adopted: 3/01/04
Revised/Readopted: 7/10/17
Orig. Code(s): DID

Property Inventories

Appropriate inventories of textbooks, library books, movable equipment, athletic equipment, music equipment, uniforms, computers, computer equipment and other items deemed in the same general categories shall be kept in each building in a manner designated by administrative directives and regulations. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

Inventories of equipment with a value of \$5,000 and greater will be kept by the district business manager.

Extent and procedure of inventories shall be in keeping with recommendations by the district auditor and the district insurance agent of record.

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