

# Knappa School District 4

Code: **DID**  
Adopted: 8/18/03  
Readopted: 1/22/13  
Orig. Code(s): DID

## Property Inventories

The district will maintain a complete property inventory which lists all school sites, buildings and equipment with a value greater than \$1000. This inventory will be updated as necessary. 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 adding items valued at \$5,000 or more to the fixed asset list.

END OF POLICY

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### Legal Reference(s):

[ORS 332.155](#)

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

### Cross Reference(s):

DN - Disposal of District Property