

Lane Education Service District Policy

Code: **DID**
Adopted: 10/26/99
Revised/Readopted: 12/11/01
Orig. Code(s): DID

Property Records and Inventory

The Board recognizes that efficient management and effective provision for full replacement upon loss requires accurate inventories and properly maintained records of all equipment and properties, whether located in the ESD central office or at other ESD program sites.

The intent of this policy is to provide for an accurate inventory and properly maintained records of all ESD equipment and property.

The inventory of all capitalized items will be maintained in accordance with the procedures required by auditing standards and will be utilized to determine replacement value for insurance purposes.

Inventory records for items owned or leased by the ESD which have a value less than the capitalization level and which otherwise would be defined as equipment will be maintained by each service area director in accordance with procedures to be established by the superintendent.

Definitions as used in auditing standards are as follows:

1. Cost: The original acquisition price of an asset. The cost includes installation cost paid, freight, taxes and related costs;
2. Specific asset (control asset): An item with a value greater than the capitalization level that is a distinct unit of property such as desks or typewriters;
3. Building improvements: The replacement or major renovation of existing building elements such as carpets, air conditioners, new roof. Items not included are repairs to maintain the condition of an asset and cost less than \$5,000;
4. Class items: Items that are individually under the capitalization level but when combined are over the limit and meet the equipment definition;
5. Capitalization level: The minimum dollar amount to capitalize. The capitalization level for Lane ESD shall be \$5,000;
6. Leased assets: Assets being purchased under a lease purchase where title to the assets may pass to the ESD at the end of the lease. If an item is acquired in installments, the total of the installments less interest is to be used to determine if the item should be capitalized;

7. Equipment is defined as follows:
- a. It has anticipated useful life of more than one year;
 - b. It is of significant value (\$5,000 minimum except for certain class items);
 - c. It retains its original shape and appearance with use;
 - d. If damaged it is usually more feasible to repair it than to replace it;
 - e. It does not lose its identity through incorporation into a different or more complex unit.

The superintendent shall periodically cause to be conducted a complete inventory by physical count of all ESD-owned equipment and properties.

The superintendent shall maintain a system of property records which shall include all descriptive matter required by law and by commonly accepted auditing standards.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#)

Cross Reference(s):

DN - Disposal of Surplus District Equipment and Properties