

Lane Education Service District Administrative Rule

Code: **DID-AR**
Adopted: 6/15/94
Revised/Readopted: 12/11/01
Orig. Code(s): DID-AR

Property Inventories

1. A formal record of all equipment accumulated by Lane ESD which meets or exceeds the ESD's adopted minimum limits for capitalization shall be developed and maintained in a manner which:
 - a. Complies with accepted audit procedures;
 - b. Assures that necessary information is available to deal with insurance claims in case of loss;
 - c. Provides data necessary for making adequate reports to law enforcement agencies in case of theft;
 - d. Satisfies all other statutory or contractual requirements.

2. All transactions involving the removal of equipment from agency assets shall be processed in such a manner as to:
 - a. Yield maximum benefit to the ESD;
 - b. Assure that proper disposal procedures are followed;
 - c. Assure compliance with Section A. of this administrative rule.

The director of business services shall develop such procedures that are acceptable to the ESD auditors and are necessary to implement this administrative rule. The director of each service area shall implement procedures with respect to the assets managed by the service area. The superintendent shall implement such procedures with respect to assets managed by the superintendent's section.