

**Multnomah Education
Service District**

Code: **DID**
Adopted: 9/20/94
Revised/Readopted: 5/18/99; 10/16/01; 5/17/11;
11/15/16

Property Inventories and Disposal of MESD Personal Property

Property Inventories

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

Fixed assets includes all MESD-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.

The Board authorizes the Superintendent to employ an appraisal company to assist with the inventory procedure.

Disposal of MESD Property

The Superintendent or designee, at any time declare MESD personal property as surplus and authorize its disposal when such property is no longer useful to MESD, unsuitable for us, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the MESD, the Superintendent or designee may dispose of them in another manner.

If the MESD property was purchased with state, federal or private grant funds, disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

CROSS REFERENCE(S):

EDB - R. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL. **Maintenance and Control of Materials**

MESD Policy Cross Reference(s):

AA - MESD Purpose and Goals

DB - MESD Budget

DBD - Budget Priorities

DBJ - Budget Implementation

DDA - Local Service Plan

DI - Fiscal Accounting and Reporting

DIE - Audits

ECB - Buildings and Grounds Maintenance

FA - Facilities Development Goals

FB - Facilities Planning