

Multnomah Education Service District

Code: **DID-AR**

Adopted: 2/4/81

Amended: 7/1/88; 5/18/99; 10/16/01
9/20/05

Reviewed: 9/21/10

Property Inventories and Disposal of MESD Personal Property

1. A formal record of all equipment costing \$5,000 or more shall be developed and maintained in a manner which:
 - a. Complies with generally accepted accounting 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 MESD assets shall be processed in such a manner as to:
 - a. Yield maximum benefit to MESD;
 - b. Assure that proper disposal procedures are followed;
 - c. Assure compliance with Section A of this administrative regulation.

The Business Services Department shall develop such procedures as are necessary to implement this administrative regulation.