

Stanfield School District 61

Code: **DID**
Adopted: 11/8/94
Readopted: 4/10/08
Orig. Code(s): DID

Property Inventories

The district shall maintain a fixed asset inventory record of land, buildings, improvements other than buildings, machinery and equipment with a unit value exceeding \$5,000.

The administrator of each building shall be responsible for the maintenance of the fixed asset inventory record for all assets in his/her charge. This record shall show the name and/or description, file original cost, the date of acquisition and the replacement cost of asset. The date and reason for deletion of asset shall be recorded. Additions and deletions will be entered on the record as they occur.

Personnel shall review from a printout the record of fixed assets for which they are responsible. This review shall be made annually at the end of the school year and as otherwise deemed necessary by the superintendent.

A complete fixed asset inventory record shall be on file in the office of the superintendent.

The superintendent will develop procedures for the inventory of district property..

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

Cross Reference(s):

DN - Disposal of District Property