

Sherwood Charter School

Code: **DID**
Adopted: 8/08/13

Property Inventories

The public charter school will maintain a complete property inventory which lists all public charter school sites, buildings, equipment, including computer devices under \$500, and supplies with a value greater than \$500. This inventory will be updated every two years. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

To update these records, the public charter school will keep current records of equipment disposed of and purchased.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

[ORS 338.115\(2\)\(8\)](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Cross Reference(s):

DN - Disposal of Public Charter School Property