

Saint Helens School District 502

Code: **DID**
Adopted: 12/18/01
Readopted: 5/14/07
Orig. Code(s): DID

Properties Inventories

It shall be the responsibility of the superintendent to keep up-to-date inventories of district property. The district will maintain a complete property inventory which lists all school sites, buildings, improvements and equipment with a value of greater than \$5,000 as defined by the Program Budget and Accounting Manual, published by the Oregon Department of Education. This inventory will be updated annually to include property newly purchased and disposed. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

Other district supplies with a value of greater than \$500 will be included as part of the district's annual inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

To update these records, the district will keep current records of equipment purchases and disposal.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

Cross Reference(s):

DN - Disposal of School Property
ED - Material Resources Management
EDB - Maintenance and Control of Materials