

# Alsea School District 7J

Code: DID  
Adopted: 10/21/15  
Revised/Readopted: 2/09/23  
Orig. Code: DID

## Property Inventories

The district ~~will~~ shall maintain inventory records of all fixed assets in accordance with government accounting standards. ASD's records shall be updated annually to include disposals and newly purchased property which occur during the school year. ~~a complete property inventory which lists all school sites, buildings, equipment and supplies with a value greater than \$1,000. This inventory will be updated as necessary. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.~~

Fixed asset records shall include all ASD-owned property such as land, buildings, improvements to property other than buildings, and equipment with a value greater than \$5000. Any other district-owned computers and related electronic information devices as identified by ASD, regardless of value, will be inventoried annually. ~~To update these records, the district will keep current records of equipment disposed of and purchased.~~

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END OF POLICY

### Legal Reference(s):

[ORS 332.155](#)

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

### Cross Reference(s):

DN - Disposal of District Property