Memorandum

Date: November 3, 2026

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services

Subject: Policy DID – Properties Inventories

Background: Recommending that the Board update Policy DID – Properties Inventories to increase the asset tracking threshold for equipment and supplies from $250 to $750. The current $250 limit was established when prices were lower, and maintaining it requires significant staff time tracking low-cost, everyday items. Raising the threshold to $750 streamlines administrative operations and aligns our practices with other districts around the State.

Proposal: I bring for your initial review and discussion the policy as listed above.

Recommendation: Please review the attached policy and provide any input prior to the second reading.