Pendleton School District 16R

Code: **DID**
Adopted: 07/14/03
Readopted: 4/12/10
Orig. Code(s): DHB

Properties Inventories

The district will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The district's inventory will be updated (annually) to include property newly purchased and disposed.

Fixed assets includes all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than $5,000 as defined by the Program Budget and Accounting Manual, published by the Oregon Department of Education. All computers with a historical cost of $1,000, shall be included in the fixed asset inventory. Computers are defined as the central processing unit (CPU), monitor, keyboard, and mouse. The cost of any preinstalled software would also be included.

Other district supplies with a value greater than $750 will be included as part of the district's (annual) inventory.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

END OF POLICY

Legal Reference(s):

ORS 332.155

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2006).