

Duchesne County School District

EQUIPMENT POLICY

Long-term assets costing \$300 or more are coded to object 611 through 735 as appropriate. The fixed asset secretary monitors these accounts, gathers all pertinent details for the assets including its location, enters the assets in the fixed asset tracking system, and ensures assets are tagged.

Any long-term asset meeting the capitalization threshold of \$5,000 are capitalized and depreciated.

Asset reports by building and room are issued in March of each year for each building and room. The secretary at each building reports back on the status of each asset including assets that moved location or needing disposal.

The technology department is notified for any electronic assets to be moved or disposed of through commercial recycling.

Information and pictures of other assets to be disposed of are sent to the accounting secretary to post for public surplus and sold at auction.

As assets are disposed of the fixed asset secretary removes them from the district-wide inventory listing.

Adopted: 1/11/24