

Descriptor Term: INVENTORIES RESPONSIBILITY	Descriptor: DID-R	Issued: DRAFT
	Rescinds: DID-R	Issued: 8/28/01

The District will maintain a system of fixed asset inventory for all capitalized assets with a useful life greater than one year and with a cost or historical cost of \$500 **1,000** or more and all highly walkable items. ~~Highly walkable items will include, but not be limited to televisions, videocassette recorders, cellular telephones, radio equipment, and overhead projectors.~~ **Highly walkable items will include, but not be limited to weapons, cameras and camera equipment greater than \$250, two way radio equipment, televisions greater than \$250, lawn maintenance equipment, cellular telephones, computers and computer equipment greater than \$250, chain saws, air compressors, welding machines, generators, and motorized vehicles.** Donated assets are to be recorded at fair market value when acquired and approved by the Board.

Responsibility for the fixed asset system will lie ~~with the Director of Finance, to whom~~ **with the Superintendent or designee (most likely the Director of Finance)**, to whom principals and other directors or supervisors will be accountable for the maintenance of proper fixed asset inventories. Annual inventory reconciliation will be coordinated through the Finance Department.

- The responsibility for the physical custody of the fixed assets will be as follows:
- | | |
|---------------------------|-------------------------------------|
| Administrative Office | Directors/Supervisors by Department |
| Athletic Department | Director/Athletics |
| Federal Programs | Director/Federal Programs |
| Finance Office | Director/Finance |
| Food Service Department | Director/Food Services |
| Hancock Leadership Center | Director/Hancock Center |
| Maintenance Department | Director/Maintenance |
| School Sites | Principals/Site Directors |
| Special Education Office | Director/Special Education |
| Transportation Department | Director/Transportation |

~~The above directors, principals, or supervisors may assign responsibility to another level if the request is made in writing and approved by the superintendent or his designee.~~ **Responsibility may be assigned to another level by the above directors, principals, and supervisors if the request is made in writing and approved by the superintendent or his designee.**