

Operational Services

Fixed Asset Record

The Superintendent or designee is responsible for developing and maintaining an inventory of property, buildings, and capital equipment.

The capital equipment inventory shall include a description of the item, the quantity, the location, the date of purchase, and the cost or estimated replacement cost. All equipment with a value of \$1,000.00 or greater will be recorded. All computer equipment will be maintained on a separate inventory for purposes of insurance.

All equipment purchased with State or federal grant money will be marked and inventoried as required by law.

Adopted: October 11, 1995
Revised: May 2002