

Inventories

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An inventory will be maintained on all Crook County School District #1 fixed assets, such as land and improvements to land; buildings and improvements to buildings, office, classroom, laboratory, maintenance and custodial equipment; and vehicles.

Responsibility for the inventory system shall be with the superintendent to whom the building principals shall be accountable for the maintenance of proper inventories in their respective buildings.

The following dollar amounts apply to Crook County School District #1 assets as a whole:

- Building improvements which cost \$100,000 or more and site improvements which cost \$50,000 or more will be capitalized and depreciated.
- Equipment items with a purchase price over \$5,000 will be inventoried, tagged and maintained on a depreciation schedule.
- Equipment items with a purchase price of \$250 to \$4,999 will be inventoried, tagged and tracked as a property asset.
- Equipment and/or theft sensitive items with a purchase price of less than \$250 may be inventoried and tagged as property assets at the discretion of the technology coordinator.
- Inventory of all tagged items will be completed by buildings and returned to central office by May 15 annually.

The procedure for transfer of equipment from one site to another will be for the building principal responsible for the equipment to initiate a written request to the superintendent for removal of the equipment item from the inventory and transfer to the receiving education center.

Adopted: May 15, 1997
Revised: March 16, 2000
Revised: May 16, 2011