

## **ASSET INVENTORIES**

**683**

The District will maintain inventories of moveable equipment and furniture with a unit purchase price of \$500 or more and all technology valued over \$100 or more. Such items with a unit price of \$5,000.00 or more will be designated as fixed assets. Improvements to building and grounds with a cost of \$5,000 or more will be included on the fixed asset inventory.

A physical inventory will be conducted annually. The business office will have overall responsibility for the inventory. Building principals will coordinate the yearly inventory in their buildings. The actual conduct of inventories will be accomplished by those who use the equipment or furniture (teachers, aides, custodians, etc.)

*Created: April 23, 2012*

*Revised: November 17, 2014*