

**Operating Policy No. 6880
Management Support**

PROPERTY AND EQUIPMENT MANAGEMENT

It is the policy of Puget Sound Educational Service District (PSESD) to be accountable for the stewardship of property and equipment purchased with public monies. Property and inventory records shall be maintained on all land, buildings and equipment under the control of PSESD.

For purposes of this policy, “equipment” shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, has an anticipated useful life of more than one year, is nonexpendable, does not lose its identity when incorporated into a more complex unit, and is valued greater than \$5,000 or is defined as theft sensitive. For purposes of this policy, “theft sensitive” means those items identified with a value of \$500 or more as follows:

- Digital Cameras and Video Cameras
- Television Sets, VCRs, and DVD Players
- Laptop Computers
- Printers and Scanners
- Handheld computers
- Document Cameras and LCD Projectors

Equipment which is capitalized under this policy shall be systematically and accurately recorded, updated, and adjusted on a periodic basis.

Adopted: January 2012

Revised: November 2013

Relevant PSESD Board Governance Policy: EL 9, Asset Protection