

NONINSTRUCTIONAL OPERATIONS

Property Records

It is the policy of the board of directors that district administrators be accountable for the stewardship of fixed assets purchased with public monies. Furthermore, the accounting and tracking of fixed assets will be based on sound management, financial, and business principles.

The superintendent shall develop procedures required to carry out this policy. These procedures will include identified capitalization threshold levels; the tracking of non-capitalized small and attractive items; the purchase, delivery, transfer, and disposal of all fixed assets; and cyclical physical inventories or reconciliation guidelines. Staff training and compliance with the supporting procedures shall be monitored by the superintendent or designee.

Cross Reference: Board Policy 8361

Loans of school-owned equipment and books

Legal References: RCW 28A.335.090
34 CFR § 80.32

Conveyance and acquisition of property —
Management — Appraisal
Uniform Administrative requirements for
grants and cooperative agreements to
state and local governments –
Equipment

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