

Property and inventory records shall be maintained on all land, buildings and physical property under the control of the District. Such records shall be updated annually. The goals of the inventory system are to:

1. Safeguard District's assets against theft and misuse;
2. Maintain accountability of the equipment inventory records by location for insurance purposes;
3. Set up procedures that are simple and clearly understood by all users of the system;
4. Provide an audit trail on all acquisitions, dispositions and changes; and
5. Provide timely and accurate reports to District employees on current capital equipment status and planning for future needs.

For purposes of this policy, "capital asset" shall mean a unit of furniture or furnishings, an instrument, a machine, is nonexpendable which has a unit cost in excess of \$5,000.

The Superintendent shall ensure that inventories of equipment are systematically and accurately recorded and are updated .

Property records of facilities shall be maintained on an ongoing basis. No equipment shall be removed for personal or nonschool use except according to Board policy. (See Policy 8361).

An inventory of capital assets and small and attractive, non-capital items will be maintained by district departments responsible for the assets. Equipment will be identified with a permanent tag that provides appropriate District and equipment identification.

Small and attractive items are those items that are less than \$5,000 and greater than \$250 individually that could be subject to theft or loss. These items must be included on departmental inventories. Small and attractive, non-capitalized items that must be inventoried include items such as:

- Computers including CPUs and related peripherals valued at more than \$250,
- Tools and Maintenance Equipment valued at more than \$250 (includes any tools that are not permanently affixed to a building or district facility)

- Technology and AV equipment valued at more than \$250 (includes camcorders, digital cameras, document cameras, and PDAs)
- Other items deemed small and attractive by department administrators.

Annually, the Technology Department, Facilities Department, Career and Technical Education Department and Transportation Department will provide the Director of Financial Services with a status of its inventoried capital assets and small and attractive non-capitalized assets. Inventories may be done on a cyclical basis, but all assets, including small and attractive items must be inventoried no less than every third year.

Legal References: RCW 28A.400.030
RCW 40.14.010

Superintendent's Duties
Definition of Public Records

Adopted: July 21, 1986

North Thurston School District
Board of Directors

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Reviewed: October 20, 2009

North Thurston Public Schools
Board of Directors