

**Tumwater School District
Board Policy**

CAPITAL ASSETS/THEFT-SENSITIVE ASSETS

Capital Assets

The Tumwater School District shall maintain a capital assets inventory system to safeguard the assets of the district.

All equipment costing \$5,000.00 or more should be identified with a permanent tag that provides appropriate District and equipment identification. Theft-sensitive equipment costing less than \$5,000.00 shall also be identified with a District tag. Theft-sensitive equipment includes items such as computers, cameras, and portable items considered by the District to be a high risk for theft or loss.

The District shall establish internal controls and procedures to assign responsibility for inventoried items and to facilitate tracking. All items shall be inventoried at least every other year. Items identified by the district as theft-sensitive shall be inventoried annually. Inventoried items shall be disposed of through the District's surplus property procedures. Employees shall report theft or loss of items promptly to the District administration. No equipment shall be removed for personal or non-school use.

Inventory records for items acquired after January 1, 2009 shall show the:

1. Inventory tag number;
2. Description;
3. Manufacturer, and make and model if appropriate;
4. Serial number if available;
5. Date of acquisition;
6. Initial cost;
7. Funding source/account number;
8. Assigned location and/or individual;
9. Status; and
10. Date of disposition if no longer in service.

The superintendent will adopt and maintain such procedures as are necessary to implement this policy.

Legal References: RCW 28A.335.090

7 CFR § 3015, 3016
34 CFR § 80.32

Conveyance and acquisition of
property — Management —
Appraisal

Agriculture
Uniform Administrative requirements
for grants and cooperative

45 CFR § 92.32

agreements to state and local
governments – Equipment
Health and Human Services

Office of Management and Budget (OMB) Circular A-87, Cost
Principles for State, Local, and Indian Tribal Governments,
Attachment B(19)

Management Resources: *Policy News*, June 2008 Capital Assets/Theft-Sensitive
Assets

Policy News, April 2006 Fixed Assets

ADOPTED: April 5, 2001

REVISED: March 12, 2009; December 12, 2013