

Capital Assets

North Thurston Public Schools will maintain a comprehensive capital assets record keeping system. The goal of the capital assets program is to protect the district against losses that would significantly affect the district's students, staff, property, budget, or the ability of the district to continue to fulfill its stewardship responsibilities.

For purposes of this policy, "fixed assets" shall mean a unit of furniture or furnishings, vehicles, machinery, equipment, and other assets that are used in operations and that have initial useful lives extending beyond a single reporting period which:

- Retains its shape and appearance with use;
- Is non-expendable, meaning if the item is damaged or some of its parts are lost or worn out, it may be more feasible to repair it than to replace it with an entirely new item;
- It does not lose its identity when incorporated into a more complex unit;
- It is valued no less than \$10,000; and
- Has a life expectancy of at least one year.

Theft-Sensitive Assets

Theft sensitive assets are those items identified by the district as most subject to loss. At a minimum, the following assets with a per-unit cost of \$350 - \$9,999 are classified as theft sensitive and will be tracked:

- Laptops and Desktop Computers
- Tablets and Smart Phones

Additionally, the following theft sensitive assets with a per-unit cost of \$1,000 - \$9,999.

- Cameras and Video Cameras
- Flat Panels and Projection Equipment
- Musical Instruments
- Other Supplemental Technology Equipment and Components (Scanners, Printers, etc.)

Reconciled inventory reports identifying lost, damaged, or stolen fixed assets will be provided to the board. Missing fixed assets will be removed from district property records through school board action.

No equipment will be removed for personal or non-school use.

The superintendent or designee will develop procedures to implement this policy.

Adopted: July 21, 1986 North Thurston School District
Board of Directors

Amended: March 17, 2008 North Thurston Public Schools
October 20, 2009 Board of Directors
December 9, 2025