

INVENTORY

The business manager shall annually update an inventory of capital assets. Capital assets are divided into five categories; equipment, land, buildings, improvements other than buildings, and construction work in progress. Equipment with an initial cost in excess of \$5,000.00 and an expected life exceeding one year shall be included on the District's capital assets inventory listing. The business manager shall determine when equipment of a value less than \$5,000.00 will be included in the inventory to provide additional accountability of fixed assets. Buildings, building improvements and improvements other than buildings shall be recorded as a capital asset when the initial cost exceeds \$25,000.00

Periodically the superintendent may request district personnel to supply inventories of their area of responsibility; classrooms, offices, etc.

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06/12/01
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