

Board Policy

6000 BUSINESS MANAGEMENT

Financial Management

6123 Capital Assets

**Inventory Records**

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:

- A. Inventory tag number;
- B. Description;
- C. Manufacturer, and make and model if appropriate;
- D. Serial # if available;
- E. Date of acquisition;
- F. Initial cost;
- G. Funding source;
- H. Assigned location and/or individual;
- I. Status; and
- J. Date of disposition if no longer in service.

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

Cross-reference:

4411 Electronic Information System (Network)

6810 Use of District Owned Equipment

6811 Cellular Telephones

Legal References:

RCW 40.14 Preservation and Destruction of Public Records

RCW 42.17.250 Public Records through 340

RCW 40.14.010 Definition of public records

WAC 414-24-050 General schedule maybe adopted