

	<p>CAPITAL ASSETS/THEFT- SENSITIVE ASSETS</p>	<p>Policy No. 6801 November 3, 2021 Page 1 of 1</p>
---	---	---

It is the policy of the Board that district administrators be accountable through the performance evaluation process for the stewardship of fixed assets purchased with public monies under the control of the district. Fixed assets are tangible property used in district operations that have a long term usable life. The Superintendent or their designee is authorized to develop administrative procedures to implement this policy, which shall include:

- 1) The cyclical physical inventory of fixed assets and reconciliation;
- 2) Capitalization thresholds;
- 3) The definition and tracking of noncapitalized theft-sensitive assets; and
- 4) The tracking of the purchase, delivery, transfer, retirement and disposal of all fixed assets.

Adopted: October 2012

Revised: November 2021; August 2016

Cross Reference: Equipment & Surplus Administrative Procedure

Related Superintendent Procedure:

Previous Policies: G40.00

Legal References: RCW 28A.335.090 Conveyance and acquisition of property — Management — Appraisal; 7 CFR § 3015, 3016 Agriculture; 34 CFR § 80.32 Uniform Administrative requirements for grants and cooperative agreements to state and local governments – Equipment; 45 CFR § 92.32 Health and Human Services; Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments

Management Resources: *Policy News*, June 2008; April 2006