

**Tigard-Tualatin
School District 23J**

Code: **DID**
Adopted: 12/13/01
Readopted: 7/21/05
Orig. Code(s): DID

Property Inventories

The district will maintain a complete property inventory that lists all school sites, buildings, equipment and vehicles. Assets with a value greater than \$5,000 will be maintained on an inventory depreciation list. These inventories will be updated annually. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

To update the inventory, the district will keep current records of equipment disposed of and purchased.

The district's finance department will develop a system for inventory for equipment in the district.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)