

### **Fixed Assets**

A physical inventory within all District buildings shall be conducted every four years under the supervision of the Business Services office. The inventory report will be filed in the Business Services office.

Nutrition Fund machinery and equipment costing more than \$500 will be tagged with a District inventory tag, capitalized and depreciated over its useful life.

District machinery and equipment costing more than \$5,000 will be tagged with a District inventory tag, capitalized and depreciated over its useful life.

District intangibles costing more than \$200,000 will be capitalized and depreciated over its useful life.

The cost thresholds are on a per-unit basis.

The District will use the following useful lives for all items except for Nutrition Fund items:

- Buildings – 50 years
- Building improvements and site improvements such as portable classrooms and HVAC systems – 20 years
- Furniture – 10 years
- Machinery and equipment, vehicles, computers, printers, copiers, and computer software – 5 years

Nutrition Fund items:

- Vehicles, computers, and computer software – 5 years
- Machinery, equipment, and furniture – 12 years

The District uses straight-line depreciation method. The District will calculate a full month of depreciation in the month of purchase.

Adopted: September 15, 2003  
Reviewed: June 3, 2013  
Revised: February 10, 2014