

JORDAN SCHOOL DISTRICT
PURCHASING REFERENCE MANUAL

FIXED ASSET GUIDELINES

I. PURPOSE OF A FIXED ASSET PROGRAM

1. To comply with State requirements.
2. To monitor and safeguard District assets.
3. To have updated records of all assets in case of any adversity.

II. DEFINITION OF AN ASSET

1. It retains original shape and appearance with use.
2. It has a life expectancy of over one year.
3. All volume purchases, resulting in a one-time reduced price for items that normally are in the guidelines, will be considered a fixed asset.

III. TRACKING OF FIXED ASSETS. As per district guidelines, we are required to track all fixed assets costing \$2,000 or more. Some items of lesser value are also tracked. The following is a list of those items:

<ul style="list-style-type: none"> • Audio Visual Equipment - Projectors (Overhead, Slide, Movie, Data/Video), TV's, Boom Boxes, VCR's, DVD's, Stereos, Microphones, Sound Systems, LCD Players, Amplifiers, Mixers, Tripods, etc. 	<ul style="list-style-type: none"> • Cameras • Camcorders • Computer Configurations - CPU, Monitors, etc. • Copiers • Printers • Scanners • Typewriters • Sewing Machines • Pianos • Edgers 	<ul style="list-style-type: none"> • Leaf Blowers • Lawn Mowers • Scrubbers/ Floor Machines • Snow Blowers • Vacuums • Weed Eaters/ Trimmers • High Pressure Washers • Compressors • Welders
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IV. EQUIPMENT DISPOSAL

All District property whether it has a blue asset tag or not, is to be disposed of using District Surplus Procedures. It may not be discarded, destroyed, or given away.

DISTRICT PROPERTY IS NOT TO LEAVE DISTRICT PREMISES.