

Policy Name: Small and Attractive Assets
Section: 3000 Operational: 3300 Finance
Policy Number: 0000

Purpose: To ensure the control, accountability for and stewardship of small and attractive assets by establishing a tracking system that will alert the District of missing items that would otherwise go unnoticed.

Reference: None applicable

Policy:

Definition

A small and attractive asset is an item priced under \$5000 with a life expectancy of more than one year. It is an item that can be easily hidden or transported. Examples include but are not limited to: cameras, laptops, mobile equipment, etc. Permanent fixtures such as desks, tables and shelving are not considered small and attractive assets. This policy excludes small tools and minor equipment such as shovels, hand tools, and supplies.

General:

A master list of items that are purchased and considered small and attractive assets will be maintained by the Finance Department. This list will be reviewed and updated annually by department personnel.

The reason for any deleted items will be noted during this annual review, including the date and means of disposal.

Following their purchase, assets will be identified by a serial, model or other identifying number. This number will be indicated on the master list.

When feasible, the item will be marked with the identifying number and the District's name in a manner that is difficult to remove, such as tag or engraving.

These markings will be removed upon disposal.