

POLICY 683

Capital Asset Management

The business office shall keep an accurate record of capital assets with a cost of \$5,000 or above and will also include items having a life value warranting inventory under a capital asset inventory. The items with a value of less than \$5,000 have been considered items to be lumped by year or have a life value that should be included in a capital asset inventory. The general listing of capital assets to be included are as indicated below and the estimated useful life in years of asset class is indicated.

<u>Asset Class</u>	<u>Examples</u>	<u>Est. Useful Life</u>
Land		N/A
Site Improvements	Paving, flagpoles, retaining walls, sidewalks, Fencing, outdoor lighting	20
School Buildings		50
Portable Classrooms		25
HVAC Systems	Heating, ventilation, and air conditioning Systems	20
Roofing		20
Sprinkler/Fire System	Fire suppressions systems	25
Interior Construction		25
Outdoor Equipment	Playground	20
Kitchen Equipment	Appliances	15
Custodial Equipment	Floor scrubbers, vacuums, other	15
Computer Hardware	PCs, printers, network hardware	5
Athletic Equipment	Gymnastics, football, weight machines, Wrestling mats	10
Musical Instruments	Pianos, string, brass, percussion	10
Library Books	Collections	5 to 7
Textbooks	Collections	5 to 7
Licensed Vehicles	Buses, other on-road vehicles	10
Grounds Equipment	Mowers, tractors, attachments	15
Classroom Equip	Kilns, Lathes, Telescope	10

Adopted by Board Action February 23, 2004

Second reading and adoption as Board Policy March 22, 2004

Reaffirmed annually November 22, 2004 through November 9, 2011

Revised – July 5, 2017