

**CAPITAL ASSET PROCEDURES**

The term "capital asset" is defined in policy DID

Any purchase order for capital assets should be coded to the equipment account (540) in the General Ledger. An electronic copy of the purchase order will be kept as a part of the Business Office capital asset inventory system. A capital asset tag number will be assigned to the items by the Business Office. Federal grant purchase orders will have an electronic copy of the purchase order included with the appropriate grant file.

No item coded to the supplies account (410) will be tagged or entered into the capital asset system.

**TRANSFERS**

Any capital asset moved from one assigned room to another requires the submission of a completed Transfer or Disposal of School Property Form (DN-E1) found on the school website. The transfer portion of the form must be completed and signed by the building administrator and submitted to the Business Office.

**DISPOSALS**

Disposal of any item in the capital asset system shall be pursuant to Policy DN Any assets purchased with Federal Funds shall be approved by the Federal Fund manager.

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See also Policies: DN - School Properties Disposition  
DID - Capitalization and Inventories

First Reading: 1-11-21  
Second Reading: 2-1-21