

FAIRFIELD AREA SCHOOL DISTRICT

EQUIPMENT PURCHASES AND DISPOSALS

8680

- 8680.1 This policy shall govern the purchases and disposals of, and accounting for equipment, herein defined, for all funds of the District.
- 8680.2 The Board requires that all purchases and disposals of District equipment, whether new or replacement, be properly justified and accounted for according to approved Administrative Procedures.
- 8680.3 In addition to these and any related Policy and Procedural requirements, all purchases and disposals of equipment shall be made according to state regulations and guidelines governing such purposes when appropriate, including advertising, bidding, and receiving quotations.
- 8680.4 Definition
Equipment shall be defined to include all those items considered generally permanent in nature which A) cost, are projected to cost, or have current replacement values of \$300 or more; B) are not consumable in nature, having a useful life of at least three (3) years; and C) are generally moveable, D) items purchased as a group which, in total, meet "A", "B", and "C", but do not meet "A" individually, such as desks, chairs, and file cabinets, shall also be classified as equipment.
- 8680.5 For federally funded purchases, the minimum classifiable amount shall be according to current federal guidelines, currently \$500.
- 8680.6 Exclusions:
All published items such as textbooks and computer software which appear to meet the above definition shall be considered consumable. Fixed capital improvements, additions, and replacements in the District shall be classified to site or building improvements, as appropriate, rather than equipment.

Revised May 5, 1997