

# Clatsop Community College

**Code:** 3.135

**Adopted:** 1/26/1995

**Revised:** 6/27/2002

## PROPERTY INVENTORIES POLICY

The College will maintain a complete property inventory for security, accountability, and insurance purposes, which lists all College sites, buildings, equipment, and supplies with an acquired value greater than \$500. This inventory will be updated as necessary. All items with an acquired value less than \$5,000 will be considered non-capital items. Depreciation will be recorded on all College buildings, improvements to buildings, and equipment with an acquired value of \$5,000 or more.

END OF POLICY

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Legal Reference:

ORS Chapter 341