

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

P O L I C Y

ASSET MAINTENANCE

The Mountain Home School District will maintain an accurate, up-to-date listing of all assets owned by the District. An asset is defined as any item costing over \$1,000.00 and lasting over two years. The list will show a description, identification number, location and cost of each item. This listing will be verified at least annually by a physical inventory count of the assets in all locations. The District Office will perform all maintenance to the asset list. Each administrator will be responsible to account for the assets physically located in their buildings.

ADOPTED: July 21, 1998
Review: October 15, 2013

Reviewed: May 18, 2004

Reviewed: October 21, 2008