

Fixed Assets (District/School Property)

Please note: (For Grant funded purchases, the Item of Value asset threshold starts at \$1000 for both technical and non-technical items.)

P CARDS MAY NOT BE USED TO PURCHASE FIXED ASSETS.

A fixed asset is a tangible piece of property or equipment that is not expected to be consumed or converted into cash within one year from the time of purchase. These assets are tagged with a District fixed asset ID tag to identify them as District property and aid in tracking, inventorying, maintaining or replacing them.

Based on cost or item criteria, fixed assets are grouped into three categories:

- **Capital asset:** Equipment, furniture, or construction with a unit purchase price or donated value of \$5,000 or more. Costs to ship or install an asset, and other costs needed to get the asset in working condition are included in the cost of the asset.
- **Item of value asset:** Equipment, technology items, furniture, or construction with a unit purchase price or donated value between \$1000.00 and \$4,999.99, inclusive. Costs to ship or install an asset, and other costs needed to get the asset in working condition are included in the cost of the asset.
- **Technology related assets less than \$1,000:**
 - Assets including, but not limited to iPads, tablets, notebooks, and computers with a unit purchase price less than \$1,000.
 - Contact Information Technology (Asset Management 775-789-3456) for any printer with a unit purchase price less than \$1,000 that needs to be networked.

Purchase of fixed assets:

Assets meeting the criteria in sections above must be purchased through District BusinessPLUS purchasing procedures – with a purchase order. If the items are to be paid for with student activity funds the school will submit a check to the Office of Business and Financial Services for deposit into the school's budget from which the purchase will be made, and enter the purchase requisition.