

### **CAPITALIZED TANGIBLE PERSONAL PROPERTY**

District-owned tangible personal property shall mean any tangible personal property, of a non-consumable nature, with a life expectancy of one (1) year or more which has a capitalized value equal to or greater than \$750.00.

If internal accounts funds are used to purchase tangible personal property, the item(s) must be added to the District's Inventory immediately. Upon receipt of the tangible personal property, the principal and the SFA or principal's designee are to complete the Report of Property Received form, sign, and forward two (2) copies of the form to the Property Management Department. The Property Management Department will issue a property control number for the tangible personal property and affix a property control number tag to the item(s).