

6 Capitalization Policy for Fixed Assets

8 A fixed asset is a property that meets all of the following requirements.

10 1. Must be tangible in nature.

12 2. Must have a useful life of longer than the current fiscal year.

14 3. Must be of a value of \$10,000 or more.

16 Fixed assets may be acquired through donation, purchase or may be self-constructed. The asset value for
17 donations will be the fair market value at the time of the donation. The asset value, when purchased, will
18 be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset
19 into operation. The cost of self-constructed assets will include both the materials used and the cost of labor
20 involved in the construction of the asset.

24 Cross Reference: 7500 Property Records

27 Policy History:

28 First Reading on: July 8, 2026

29 Second Reading/Approved on: August 19, 2026