

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2615-01
SUBJECT:	DATE OF ISSUE: 03/01/88
CAPITALIZATION OF FURNITURE AND EQUIPMENT	REVISIONS: 02/06/98; 06/03/99; 11/08/02; 08/01/19
	PREPARING OFFICE: BUSINESS SERVICES

I. PURPOSE:

To outline the procedures to be used for the purchase and capitalization of furniture and equipment.

II. PERSONNEL AFFECTED:

All personnel responsible for initiating the purchase of furniture or equipment.

III. PROCEDURES

A. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year. For an item to be classified as equipment, it must meet each of the following criteria as established in the Kansas Accounting Handbook for Unified School Districts:

- 1. It retains its original shape and appearance with use.**
- 2. It is nonexpendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.**
- 3. It represents an investment of money which makes it feasible and advisable to capitalize the item.**
- 4. It does not lose its identity through incorporation into a different or more complex unit or substance.**

B. All equipment items purchased at a cost of \$5000 or more will be placed on the District's fixed asset inventory.

C. All items on the District's fixed asset inventory will be capitalized over the item's depreciable life as set forth in current IRS regulations.

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Topeka Public Schools