

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP3180 CAPITAL FIXED ASSET POLICY

This policy will be used to provide accountability and to safeguard capital assets as defined herein

Capital assets include such items as: land, easements, right of ways, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, books, works of art and monuments.

Capital assets with an estimated useful life of more than one year and an original cost of \$5,000 or more will be accounted for as capital assets. In addition, the aggregate of all books and similar materials with a useful life of more than one year, regardless of the original cost, will be considered capital assets. For accountability and safeguarding of assets an inventory will be kept on all computers and on all items costing less than the thresholds noted above, but more than \$500, which will be classified as non-capitalized assets.