

## SECTION 6.03 – DEFINITION OF THEFT SENSITIVE INVENTORY

Contact: Purchasing @ ext. 4180

### A. Overview

Theft sensitive assets are transitory and of a monetary value that warrant their inclusion in the central inventory. Assets of this nature will be tagged for inventory purposes. Theft sensitive thresholds and the appropriate purchase methods are detailed in the matrix below. As technology changes rapidly this matrix will change. Questions or concerns about potential purchases not represented on this matrix should be addressed to purchasing.

### B. Theft Sensitive Guidelines

Theft Sensitive Threshold			Approved Purchasing Methods			
Item Description	Theft Sensitive if Item's value is greater than the noted amount.	If "Yes" Verify if Item is a District Standard with noted Department	Purchase Order	Procurement Card Use (Only allowed if Item is less than \$500 in value)	Imprest Checking Account	Reimbursement Voucher
<b>All Single item purchases over \$5000</b>	<b>\$5000 &amp; Greater are FIXED ASSETS</b>	Verify with Purchasing Department	Yes	No	No	No
Computer – Central Processing Unit (CPU)	All Values	Yes Information Systems Standard	Yes	No	No	No
Liquid Crystal Display (LCD) Projectors	All Values	Yes Information Systems Standard	Yes	No	No	No
Laptop Computers	All Values	Yes Information Systems Standard	Yes	No	No	No
Personal Digital Assistant (Palm Pilots)	\$300	No	Yes	Yes Must notify Purchasing for tag and inventory.	No	No

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Hand Held Calculators	\$300	Yes Curriculum Standard	Yes	Yes Must notify Purchasing for tag and inventory.	No	No
Digital Camcorders and Video Cameras	\$300	Yes Information Systems Standard	Yes	No	No	No
Digital Cameras	\$300	Yes Information Systems Standard	Yes	Yes Must notify Purchasing for tag and inventory.	No	No
Portable Compact Disc Music Players	\$300	No	Yes	Yes Must notify Purchasing for tag and inventory	No	No
Vehicles	ALL	Yes Maintenance	Yes	No	No	No
Utility Trailer, Fork Lift, Back Hoe, Tractor, Riding Lawn Mower, Power Lift,	ALL	Yes Maintenance	Yes	No	No	No
Infrequent use items (Power Winch, Gas generators)	\$500	Yes Maintenance	Yes	No	No	No