

## **Dighton Housing Authority Disposition and Capitalization Policy**

The Dighton Housing Authority will comply with the following guidelines. This includes personal property records showing the acquisition and disposition of all non-expendable equipment and record of an annual inventory of such equipment. The Director is responsible for the annual inventory, as well as maintaining the records for this equipment.

Non-expendable equipment is property having a useful life of more than one year and an acquisition cost of \$300.00 per unit. The DHA will solicit three or more bids for excessive or unserviceable equipment with the assistance of its fee accountant and consistent with state budget requirements.

The disposition of records will follow Schedule NO. 24/83 located in the Privacy & Confidentiality Section of Rules & Regulations Volume I.

Approved by Board Action at its Tuesday, May 9, 2000 Meeting.