



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Purchasing Department

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TO: All Administrators  
FROM: Bette Gilliland, Purchasing Supervisor, Purchasing Department  
SUBJECT: Purchase Order Deadlines

**Software orders November 1**

**Grant orders February 1\***

**Equipment orders March 1**

**Repairs June 1**

Grant purchase orders will be closed (received, invoiced, and paid) by June 30, 20\*\*.

\*Please include the following statement on all grant purchase orders:

**Merchandise and invoice(s) must be received by June 15, 20\*\*. Funding lapses June 30, 20\*\*.**

If any of the above dates fall on a Saturday or Sunday, the deadline will extend to the following Monday.

5101 EQUIPMENT - General Amounts paid for the acquisition of fixed assets or additions to fixed assets. To determine if an item should be capitalized, the following criteria should be met: 1) The life of the item purchased must be longer than one year; 2) the cost should exceed a minimum amount of \$500, except for computer components; 3) the item purchased is not a repair part; and 4) an improvement must increase the value, or extend the life, of the item being improved. EXCEPTIONS: Charge sensitive (highly mobile) equipment such as TV's, VCR's, CD players in excess of \$100, GPS, and fax machines costing less than \$500 under this object code. Also, lease payments for copiers are recorded here. 5102 EQUIPMENT – Technology Amounts paid for the acquisition of technology equipment. These items will be included in the fixed asset inventory. To determine if an item should be capitalized, the following criteria should be met: 1) The life of the item purchased must be longer than one year; 2) the cost should exceed a minimum amount of \$500; 3) the item purchased is not a repair part; and 4) an improvement must increase the value, or extend the life, of the item being improved. EXCEPTIONS: Charge external disk drives, digital cameras, zip drives, etc. costing less than \$500 under this object code.