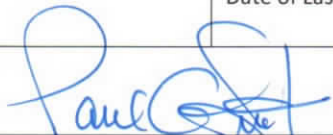


<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>ASSETS</b>	Policy # <b>B-808</b>	Effective Date: <i>October 25, 2012</i>
	Signature 	Date of Last Review

**POLICY:**

1. To ensure an adequate level of insurance, the District shall maintain an appraisal and inventory of all SETD/NWRC buildings, improvements, fixtures and contents.
2. The District will dispose of surplus property in an appropriate manner that will insure the highest return allowed by regulations.
3. The District will notify the insurance company of any change of status or disposal of assets so deletions and adjustments can be made to the insurance policy.