



may benefit several periods, but since their costs are immaterial, they are classified as revenue expenditures.

- D. Capital expenditures are intended to be held or used longer than one year and include land, buildings, furnishings, fixtures, furniture, equipment, machinery, vehicles and tools.
- E. Capital outlay under this policy applies to appropriation and expenditure of funds for capital assets, high-risk items, and improvements subject to the limits prescribed herein. To qualify as capital outlay, the item must provide a predictable and tangible future benefit over a specified period of time.
- F. Capital expenditures are recorded in an inventory system maintained by Greater Columbia Behavioral Health, (GCBH).
- G. Assets meeting the classification of inventory are inventoried upon purchase and receipt by affixing a pre-numbered "property of GCBH" label and recording the item on the inventory listing.
- H. At least every two years, a physical inventory is performed of all capital assets, improvements, and high-risk assets. The inventory verifies identifying information, location, and purchase price.
- I. Disposal of GCBH property is governed by RCW Chapter 39.33 and WAC 388-865-0270.

**APPROVAL**

/S/ Julie LaPierre  
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Julie LaPierre  
Interim Director

06/04/09  
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Replaces FM807-Purchasing, FM810-Capitalization, and FM811-Inventory.