



## **Tree Research & Education Endowment Fund Policy/Procedure Statement**

Subject: Capitalization Policy

Policy No.: 10-BOD

1. Rationale: This capitalization policy is being implemented at the Tree Research and Education Endowment Fund (TREE Fund) to comply with general accounting principals.
2. Property, furniture and equipment with a purchase price of less than \$3,000 will be expensed in the year it is purchased.
3. Items valued over \$3,000 with useful lives of greater than 1 year will be capitalized and depreciated using the straight line method of depreciation over the estimated useful life of the assets.
  - a. 3-4 years for computers and computer equipment
  - b. Other equipment over 5 years
  - c. Furniture over 10 years

Issued by

Date revised:

Board Action (give date of vote) December 13, 2011

-or-

TREE Fund Chairman's Signature

-or-

President/CEO's Signature