

Equipment Account Codes

713200 – Small Tools and Equipment Less Than \$2,999

Items of equipment that have an acquisition value under \$2,999. These items are not capitalized, but may be entered into the Asset Tracking system at the discretion of the department making the purchase. Examples of equipment that may fall under this are computer related equipment, cameras, microscopes, telescopes, firearms, art and scientific objects, projectors, and scales.

713250 – Pass through Equipment

Equipment, regardless of value, purchased with special funds provided by other entities, usually a foreign government, to conduct research. This equipment is never intended to be titled to the University. Departments are responsible for making sure that all expenses posted to this account are offset by funds provided and that the account has a zero balance at the end of the fiscal year.

713300 – Tools and Equipment Other Than Computers between \$3000 and \$4999

These equipment items have an acquisition value between \$3,000 and \$4,999. These items are not capitalized, but will have an inventory number assigned and entered into the Asset Tracking system, if the value is equal to or greater than \$3000 and less than \$4999.99. Departments are responsible for tracking, physical inventorying, and auditing these assets.

713350 – Art and Collections Less Than \$5,000

Used for purchasing art and/or collections, other than Library acquisitions, that has an acquisition value of less than \$5,000. These items are not capitalized, but will have an inventory number assigned and entered into the Asset Tracking system.

713500 – Computer and peripheral Purchases Less Than \$5,000

Computer and related peripheral component purchases that have an acquisition cost less than \$5,000. These items are not capitalized, but will have an inventory number assigned and entered in to the Asset Tracking system, for tracking PII data information.

713525 – Software Less Than \$100,000.

Software purchases costing less than \$100,000. Software will have an inventory number assigned and entered into the Asset Tracking system only if requested by the department for tracking purposes.

772300 – Equipment Other Than Computers \$5,000 and Over

Equipment which have an acquisition value of \$5,000 or more. This equipment will be capitalized, have an inventory number assigned and entered into the Asset Tracking system for identification, depreciation and insurance purposes.

772350 – Computer/Peripherals \$5000 and over

Computer equipment and peripheral component purchases that have an acquisition cost of \$5000 or greater. These items are capitalized and will have an inventory number assigned and entered into the Asset Tracking System.

772700 – Art and Scientific Collections \$5,000 and Over

Items of art, scientific, or historical collections other than Library Special Collections, that are valued at \$5,000 or more. These items are capitalized and will have an inventory number or accession number assigned and entered into the Asset Tracking system for tracking and insurance purposes.