

## UHD Capital and Controlled Assets

UHD will tag and inventory capital assets valued at or greater than \$5,000. UHD will also tag and inventory state designated controlled assets, valued from \$500.00 to \$4,999.99.

Since all departments are creating and entering their own purchase orders and purchase vouchers in the PeopleSoft AP system, it is important that the correct PeopleSoft account code is used when purchasing assets that are considered capital or controlled.

Below is a list outlining the most commonly used assets, and how they should be coded on your purchase orders and purchase vouchers. If the list is not clear, or if you have any questions on which account code to use, please call Paul Tichenor in Property Accounting, x8450.

**Capital Assets - any single item costing \$5,000 and over must be coded into one of the categories listed below. These must be tagged.**

<b>Account Code</b>	<b>Description</b>
58600	Motor Vehicles
58601	Furnishings/Equipment
58602	Computer Equipment
58603	Telecommunications Equipment
58604	Application Software costing \$100,000 or more
58605	Fabricated Equipment (component parts, materials)
58606	Sculpture, Painting, Other Fine Art (capital no matter the cost)
58607	Boats/Marine Equipment
58610	Operating Systems
58611	Database Software

**Controlled Assets - any single item described in account 54354 or 54355 costing between \$500 and \$4,999.99. These must be tagged.**

54354	Firearms, cameras, video cameras, video recorders/laserdisc players, camcorders, television/VCR combinations, televisions, VCRs, data projectors
54355	Desktop and laptop computers, smart books, notebooks

**Other Assets – any single item costing \$4,999.99 or less. These are not tagged.**

54358	Printers and other computer equipment including controllers, CD roms, docking stations, hubs, computer mouse, monitors (when sold separately from a computer), servers
54359	Computer Parts and Furnishings
54361	Expendable furnishings, equipment, and tools. Media Equipment.

**Asset related expense accounts:**

53510	License Fee for Computer Software use, programs, procedure manuals, and related documentation
53914	Computer Software costing less than \$100,000
53700	Repair/Maintenance equipment other than computers
53701	Repair/Maintenance computer equipment
53702	Repair/Maintenance computer software
53704	Repair/Maintenance telecommunications equipment