

Capital & Controlled Asset Purchase Guidelines

CAPITAL - Any asset with a unit cost of \$10,000 or more.

Expenditures to capitalize as furniture and equipment include original contract or invoice price, freight charges, handling, in-transit insurance, sales or imposed acquisition taxes, installation charges, testing, reconditioning, parts, and labor with the construction of equipment.

<u>Account Code</u>	<u>Account Code Description</u>	<u>Examples</u>
86110	Furnishings & Equip Capitalize	Medical & athletic equipment, golf carts, go-carts, and dune buggy
86115	Telecomm Equipment Capitalized	Phones, fax, radios
86120	Computer Equip Capitalized	Desktops, laptops
86201	Motor Vehicles Passenger Car	Vehicles
86206	Boats	Canoe & rowboats
86208	Drones	

External drives, scanners, external modems, printers and plotters and cost is below \$10,000 should be expensed (account 63103 or 63142). Warranties or maintenance agreements are not included in the cost of the capital asset unless they are included with the capital asset upon receipt and are not listed as a line item on the purchase order or on the invoice.

CONTROLLED - assets our State Comptroller requires we track and report.

Cameras - portable, digital, SLR	Computers, desktops, laptops
TVs, video players/recorders	Smartphones, tablets, & other handheld devices
Data projectors	Unmanned aerial vehicles (UAV) drones
Handguns, rifles & shotguns	Tasers

Controlled assets with cost between **\$500.00 to \$9,999.99** includes:

<u>Account Code</u>	<u>Account Code Description</u>	<u>Examples</u>
63162	Furnishings & Equip Controlled	Sounds systems, cameras, TVs, data projectors, drones
63163	Computer Equip Controlled	Computers, desktops, laptops, tablets
63165	Cntrl Telecom Equip	Smart phones
63166	Drones controlled	

Cables, headphones, microphone stands, camera lenses, monitors, keyboards, mouse, cases, bags, docking stations, alternative controllers, landing pads and maintenance support and training should be expensed (account 63103 or 63142).

Controlled assets at **ANY COST** includes:

<u>Account Code</u>	<u>Account Code Description</u>	<u>Examples</u>
63161	Firearms Controlled	Handguns, tasers, rifles & shot guns

Gun holsters, light/laser combo, fiber optic sights, training rifles (blue rifles or dummy rifles) and optional training should be expensed (account 63103).

INVENTORIED - Assets our institution has elected to track and add to inventory with a cost between (\$0.00 to \$499.99)

<u>Account Code</u>	<u>Account Code Description</u>	<u>Examples</u>
63163	Computer Equip Controlled	Computers & desktops, Tablets, laptops, & other handheld devices
63165	Cntrl Telecom Equip	Smartphones
63162	Furnishings & Equip Controlled	Drone, golf cart, go-cart, dune buggy

OTHER ASSETS – \$5,000 or more (do not require a physical tag).

<u>Account Code</u>	<u>Account Code Description</u>	<u>Examples</u>
86301	Library Books & Other	Library Books and references
86125	Animals Purchase Cap	K-9 dogs

Books, periodicals, and other materials purchased but not used in a library are expensed unless they constitute a capital event.

OTHER ASSETS – at \$100,000 or more (do not require a physical tag).

<u>Account Code</u>	<u>Account Code Description</u>	<u>Examples</u>
88210	Computer Software Capital	Multi-year licenses or subscriptions owned by UTRGV

Maintenance support and training should be expensed (account 63141).