

**Expensed Equipment, Media, Software & Parts:**

Assets often misclassified as capital or controlled assets. The items listed below should be expensed.

PS Accounts	Description	Items
53907	RETAINED BOOKS AND REFERENCE MATERIALS	Books, subscriptions, reference disks, microfilm, slides, videos, cassettes, and other reference materials permanently retained by other than official university libraries.
53914	COMPUTER SOFTWARE-EXPENSED	Computer programs whose single unit cost is less than \$100,000 or with a useful life of less than one year.
54357	REPAIR PARTS - LABS & FACILITIES	Repair, replacement and fabricated parts for both fixed and movable machinery, equipment, furnishings, vehicles, heating and cooling systems and transmitters, which increase useful life or value of the original by no more than 25%. Not for computer parts (54359).
54358	COMPUTER EQUIPMENT-EXPENSED	Computer equipment costing less than \$5000.00, or having a useful life of less than one year, which includes CD ROMS, controllers, docking stations, hubs, computer mouse and monitor (when sold separately from a computer), servers, minicomputers, and portable printers. This account is not to be used for desktop or laptop computers or non-portable printers costing \$500.00 to \$4999.99 (use account 54355).
54359	COMPUTER PARTS AND FURNISHINGS	Computer parts and furnishings costing less than \$5,000.00 or with a useful life of less than one year.
54361	TOOLS, FURNISHINGS & EQUIPMENT	Expendable furnishings, equipment, and tools costing less than \$5000 or with a useful life of less than one year, used in classrooms and offices, laboratories, shops, or for cleaning, such as staplers, tape dispensers, brooms, laboratory glassware, animal care equipment, safety, shoes, and projectors.

## **Assets Controlled But Not Capitalized**

A **controlled asset** is an asset that has a value less than the capitalization threshold of \$5,000.00/unit established for that asset type, however due to its high-risk nature, is required to be reported to State Property Accounting System. For additional details, check the [Comptroller's Controlled Assets List](#). If a single unit's acquisition cost is \$5,000 or greater, that item should be reported to SPA as a capitalized item.

### **State-Controlled Assets (Unit Value 500.00 to \$4,999.99)**

PS Accounts	Description	Items
54354	EQUIPMENT-STATE CONTROLLED ASSETS	All firearms, regardless of amount. All stereo systems, cameras, video cameras, video recorder/laserdisk players, camcorders, television/vcr combinations, television sets, video cassette recorders, data projectors costing from \$500.00 to \$4,999.99 and having a useful life of one year or more.
54355	COMPUTER EQUIP- STATE CONTROL ASSETS	Desktop, laptop computers, palm pilots, ipads, and handheld computers and non-portable printers with a cost between \$500.00 and \$4,999.99 and a useful life of one year or more.

### **Assets Capitalized (Unit Value 5,000.00 and above)**

**Capital assets** are real or personal property that have an estimated life of greater than one year. A **capitalized asset** is a capital asset that has a value equal to or greater than the capitalization threshold of \$5,000/unit established for that asset type. Capitalized assets are reported in an agency's annual financial report.

The state has invested in a broad range of capital assets that are used in the state's operations which include:

- Land and land improvements
- Buildings and building improvements
- Facilities and other improvements
- Infrastructure
- Personal property
  - Furniture and equipment
  - Vehicles, boats and aircraft

- Software obtained for internal use
- Leasehold improvements
- Construction in progress
- Other Intangible Capital Asset
- Other Capital Assets
  - Library books and materials
  - Works of art and historical treasures

PS Accounts	Description	Items
58601	FURNISHINGS & EQUIPMENT	Capitalized movable furnishings and equipment whose cost is \$5000 or more per unit and having a useful life of one year or more. Also, for parts if the part extends the life or increases the value by 25% or more. Examples: Presentation equipment Projectors Science lab equipment Maintenance equipment Non-modular furniture Non-computer equipment
58602	COMPUTER EQUIPMENT	Capitalized computer equipment costing \$5000 or more per unit and having a useful life of one year or more. Also includes parts if the part increases the value or extends the life by 25% or more. Examples: Servers DP controllers/hubs/switches Data storage devices Printers / copiers Scanners Computers
58603	TELECOMMUNICATIONS EQUIPMENT	Capitalized telephones, telephone systems, and other communications equipment costing \$5000 or more and having a useful life of one year or more.
58604	APPLICATION SOFTWARE	Application software - capitalized: capitalized computer application software costing \$100,000 or more and having a useful life of one year or more. See account 58610 for operating systems or account 58611 for database software costing \$100,000 or more.
58605	FABRICATED EQUIPMENT	All component parts, materials and other incidental costs of fabricated equipment whose total is \$5,000 or more and having a useful life of one year or more.

58606	ART-CAP-NON DEPR	Capitalized sculpture, painting, or other fine art costing \$5000 or more and having a useful life of one year or more. Will be capitalized in current fiscal year, as a non-depreciable asset.
58608	FURNITURE- CAPITALIZED CONSTRUC	For FPC use only for construction activity-capital projects. Capitalized movable furnishing whose cost is \$5,000 or more per unit and having a useful life of one year or more. Also, for parts if the part extends the life or increases the value by 25% or more. All costs to be capitalized as equipment.
58610	OPERATING SYSTEMS	OPERATING SYSTEMS SOFTWARE: Capitalized computer operating systems costing \$100,000 or more and having a useful life of one year or more. See Account 58604 for Application Software or Account 58611 for Database Software costing \$100,000 or more.
58611	DATABASE SOFTWARE	DATABASE SOFTWARE: Capitalized computer database software costing \$100,000 or more and having a useful life of one year or more. See Account 58604 for Application Software or Account 58610 for Operating Systems costing \$100,000 or more.

**Vehicles Capitalized (Unit Value 5,000.00 and above)**

PS Accounts	Description	Items
58600	MOTOR VEHICLES	Local funds-all vehicles. State funds restricted to vans, buses, cars with 2-way radios, and other vehicles not intended as passenger
58607	BOATS / MARINE EQUIPMENT	Capitalized boats, motors, boat trailers costing \$5000.00 or more and having a useful life of one year or more.

**Real Property Capitalized (Unit Value 5,000.00 and above)**

**(Accounts restricted to FMC only)**

PS Accounts	Description	Items
58000 - 58411	REAL PROPERTY	Acquisition, construction or improvement of capitalized land, buildings, facilities and infrastructure.



**Library & Reference Collections Capitalized**

**(Unit Value 5,000.00 and above)**

**(Accounts restricted to Library only)**

PS Accounts	Description	Items
58900 - 58904	LIBRARY & REFERENCE COLLECTIONS	Acquisition of books, journals, periodicals, film and other media for inclusion in the university's capitalized library and reference collection.