**POLICY STATEMENT**

Inventory Control Department acquires records, maintains, and disposes of Fixed Assets. Each operating unit is responsible for the following university procedures to achieve accurate capital asset reporting and compliance with government requirements.

**REASON FOR POLICY**

The purpose of this policy is to outline how the university complies with government regulations and accounting industry standards, and how it supports accurate reporting of the physical assets used to conduct its mission.

**ENTITIES AFFECTED BY THIS POLICY**

Entities affected include all units, university employees, volunteers, students and impacted members of the community.

**WHO SHOULD READ THIS POLICY**

- Deans, Directors, and Department Heads
- Unit Managers
- Any employee associated with purchasing or receiving materials at the University of Nevada, Las Vegas
- Employees, within their respective departments, who are involved with fixed asset acquisition and control

**WEBSITE ADDRESS FOR THIS POLICY**

http://delivery.unlv.edu/sites/default/files/FixedAssetsPolicy.pdf
## CONTENTS

Policy Statement ................................................................. 1  
Reason for Policy ................................................................. 1  
Entities Affected by This Policy ........................................... 1  
Who Should Read This Policy .............................................. 1  
Website Address for This Policy ........................................... 1  
Contents .............................................................................. 2  
Related Documents ............................................................. 2  
Contacts .............................................................................. 3  
Definitions .......................................................................... 3  
Overview ........................................................................... 7  
   General Comments ............................................................ 7  
   Stewardship ..................................................................... 7  
Procedures .......................................................................... 7  
   Procurement ..................................................................... 7  
   Transfer ........................................................................... 8  
   Donation .......................................................................... 8  
   Grants ............................................................................. 8  
   Raffles and Gifts .............................................................. 9  
Identification ........................................................................ 9  
   Tags ................................................................................. 9  
   Non-Taggable .................................................................. 9  
   Betterments .................................................................... 9  
Use of Equipment ............................................................... 9  
Equipment Loans ............................................................... 9  
Personal Property .............................................................. 10  
Conducting Inventories ....................................................... 10  
   Shortages ........................................................................ 10  
Disposals ........................................................................... 11  
   Obsolete .......................................................................... 11  
   Trade In.......................................................................... 11  
   Vandalism ....................................................................... 11  
Appendix A: Board of Regents Policy .................. 13  
Appendix B: Asset Type and Useful Life ............. 15
Appendix C: Fixed Asset Flow Chart

RELATED DOCUMENTS

Board of Regents Equipment Policy
Chancellors Memorandum 01-03
OMB Circular A-133
OMB Circular A-21
OMB Circular A-110
Department of Delivery Services Policy concerning the receipt of accountable parcels
Department of Delivery Services Policy concerning Surplus Property

CONTACTS

If you have questions about specific issues, contact the following individuals.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Delivery Services</td>
<td>Michael Lawrence</td>
<td>(702) 895-1180</td>
<td><a href="mailto:Mike.Lawrence@unlv.edu">Mike.Lawrence@unlv.edu</a></td>
</tr>
<tr>
<td>Property Control Supervisor</td>
<td>Glenn Pugh</td>
<td>(702) 895-0859</td>
<td><a href="mailto:Glenn.Pugh@unlv.edu">Glenn.Pugh@unlv.edu</a></td>
</tr>
<tr>
<td>Property Control Office</td>
<td>Daniel Murry</td>
<td>(702) 895-0864</td>
<td><a href="mailto:Daniel.Murry@unlv.edu">Daniel.Murry@unlv.edu</a></td>
</tr>
<tr>
<td>Gifts-in-Kind</td>
<td>Violeta Aromin</td>
<td>(702) 895-2836</td>
<td><a href="mailto:Violeta.Aromin@unlv.edu">Violeta.Aromin@unlv.edu</a></td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>David Paul</td>
<td>(702) 895-1357</td>
<td><a href="mailto:David.Paul@unlv.edu">David.Paul@unlv.edu</a></td>
</tr>
<tr>
<td>Insurance</td>
<td>Michael Means</td>
<td>(702) 895-5735</td>
<td><a href="mailto:Michael.Means@unlv.edu">Michael.Means@unlv.edu</a></td>
</tr>
<tr>
<td>Bar Coding</td>
<td>Property Control</td>
<td>(702) 895-0859</td>
<td><a href="http://apps.telecom.unlv.edu/DeliveryWebForms/Barcoding/">http://apps.telecom.unlv.edu/DeliveryWebForms/Barcoding/</a></td>
</tr>
<tr>
<td>Surplus Property</td>
<td>Surplus Property</td>
<td>(702) 895-5384</td>
<td><a href="http://apps.telecom.unlv.edu/DeliveryWebForms/PMR/">http://apps.telecom.unlv.edu/DeliveryWebForms/PMR/</a></td>
</tr>
</tbody>
</table>
**DEFINITIONS**

These definitions apply to these terms as they are used in this policy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Depreciation</td>
<td>Total reduction in value over time of an asset since its acquisition, which is recorded for financial statement purposes.</td>
</tr>
<tr>
<td>Acquisition Cost/Value</td>
<td>Value of an asset at the time it is acquired. May be the invoice price or, if donated, the fair market value. Also included are costs incurred to place the asset into service (examples: freight, installation).</td>
</tr>
<tr>
<td>Additions</td>
<td>Acquisition of new assets, or modifications to existing assets that increase the useful life or the service potential of these existing assets. Examples include addition of a wing to a building or installation of a central air conditioning system in an office.</td>
</tr>
<tr>
<td>Appraised Value</td>
<td>Estimated value of an asset based on the expertise of a qualified independent appraiser.</td>
</tr>
<tr>
<td>Bar Code Tag</td>
<td>Asset identification tag assigned and affixed to an asset to assist in its identification and the physical inventory of equipment. Tag classification is also used for funding identification.</td>
</tr>
<tr>
<td>Book Value</td>
<td>Difference between the acquisition cost and accumulated depreciation. At the time of acquisition, book value equals acquisition cost. For gifts, it is the market value at the time of donation.</td>
</tr>
<tr>
<td>Capital Asset</td>
<td>Tangible, permanent item with a life of at least two years that is held for purposes other than investment or resale and has a value of:</td>
</tr>
<tr>
<td></td>
<td>$5,000 or more, for moveable equipment</td>
</tr>
<tr>
<td></td>
<td>There are six types of capital assets: moveable equipment, fixed equipment, buildings, building components, land, and improvements other than buildings.</td>
</tr>
<tr>
<td>Capitalize</td>
<td>To record the cost as an asset that is subject to depreciation over its estimated useful life, rather than as an expense for one accounting period.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>Method for allocating the cost of buildings and equipment over time. Generally accepted accounting principles and federal regulations dictate that the value of capital assets must be written off as an expense over the life of the asset.</td>
</tr>
</tbody>
</table>
## Definitions Continued

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disposition</strong></td>
<td>Final status of all assets, when it is removed from the inventory (and all general items being disposed) of assets and no longer physically located on site (examples: sale, scrap, donation, transfer to another unit, etc.).</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>Charge incurred for the current fiscal period.</td>
</tr>
<tr>
<td><strong>Fixed Equipment</strong></td>
<td>Equipment permanently affixed to a building, but separate from the building itself. Examples include light fixtures, wall-to-wall carpeting, and raised flooring.</td>
</tr>
<tr>
<td><strong>Gift-in-Kind</strong></td>
<td>Donation to the university of a tangible or intangible asset other than cash or securities. Can be something consumable, such as office equipment or supplies; or something with a longer duration, such as books, artwork, or copyright interests.</td>
</tr>
<tr>
<td><strong>Inventory Control Tag Number</strong></td>
<td>Sequential number generated by the Capital Asset System that is unique to each item of equipment.</td>
</tr>
<tr>
<td><strong>Market Value</strong></td>
<td>Cost to acquire an item in its current condition through an arm's-length transaction. Also referred to as “fair market value.”</td>
</tr>
<tr>
<td><strong>Moveable Equipment</strong></td>
<td>Item that is neither permanently affixed to nor part of a building. Examples include centrifuges, copiers, oscilloscopes, vehicles, etc.</td>
</tr>
<tr>
<td><strong>Obsolescence</strong></td>
<td>Factor to consider when determining the disposition of assets. Assets are obsolete when no longer useful to the university.</td>
</tr>
<tr>
<td><strong>Scrap Equipment</strong></td>
<td>Item that can be discarded as worthless or broken down into parts for disposal or salvage.</td>
</tr>
<tr>
<td><strong>Software</strong></td>
<td>Entire set of programs, procedures, and related documentation associated with a computer system.</td>
</tr>
<tr>
<td></td>
<td>Note: Personal computer operating and application software included with a purchase of a computer system (hardware) as part of the base system price will be considered part of that hardware system, and the related software will be included in the value of the hardware.</td>
</tr>
<tr>
<td><strong>Surplus Equipment</strong></td>
<td>Item that is no longer needed or required.</td>
</tr>
<tr>
<td><strong>Useful Life</strong></td>
<td>Period over which a capital asset has use to the university in performing the function for which it was purchased. May be determined by a schedule of averages for a particular class of assets.</td>
</tr>
<tr>
<td>RESPONSIBILITIES</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Department Head</strong></td>
<td>The Department Head is responsible for the equipment assigned to his/her department. This general responsibility includes responsibility for control, accountability, inventory, and maintenance of all equipment purchased for, transferred to, donated to or assigned to the department.</td>
</tr>
<tr>
<td><strong>Purchasing Department</strong></td>
<td>The Purchasing Department is responsible for acquiring equipment and for supplying all information necessary for accountability.</td>
</tr>
</tbody>
</table>
| **Inventory Control** | The Inventory Control Department is responsible for:  
  - Tagging equipment  
  - Making periodic inventories of University equipment  
  - Maintaining the master file of University equipment  
  - Providing other departments with forms referred to in this manual  
  - Disposing of or re-utilizing equipment turned in by a department as surplus |
OVERVIEW

General Comments
The University of Nevada, Las Vegas Inventory Control Section is primarily responsible for the accountability of all university Fixed Assets.

These assets must meet the criterion specified by the policies and goals put forth by UNLV, the NSHE Board of Regents, and the State of Nevada - Governors Office. (Title 4 – Chapter 10) and by the Nevada Revised Statutes (NRS Volume 17 – Chapter 333 – Section 220 and NRS – Volume 21 - Chapter 396 – Section 436).

The University of Nevada, Las Vegas obtains fixed assets in pursuit of its mission. To comply with federal regulation and generally accepted accounting principles, this policy sets forth the requirements for acquiring, disposing of, and accounting for these assets, as well as the definitions of different types of capital assets.

Stewardship
Department Heads are principally responsible for stewardship of university assets under their control.

Responsibility of fixed assets involves basic safeguarding and physical security, compliance with university, state, and federal record keeping requirements, keeping assets in good working condition, and using them safely and properly.

PROCEDURES

Procurement
Procurement is made by the following methods:

Purchase
The purchase of equipment from outside vendors is made in accordance with the University's standardized purchasing procedures. The Purchasing department has assigned a credit card to the campus community. The departments are responsible for the notification to Inventory Control of all purchases requiring a bar code tag being assigned.

Equipment purchases should normally be charged to expenditure object 65/30 and sub-object E1. The Inventory
Control Section will account for purchased equipment using data supplied by the Purchasing Department.

Transfer

All transfers of equipment between departments must be submitted to Inventory Control. By mutual consent, one department may transfer equipment to another department. In all cases, these transfers must be reported in writing to Inventory Control, using an electronic notification in the form of an e-mail. All department type transfers must be approved by both the transferring and receiving department, prior to completion of the process. If the receiving department does not acknowledge the transfer the equipment will not be transferred.

Temporary interdepartmental loans of equipment (not to exceed 60 days) need not be reported.

Transfer of equipment to another institution, agency, etc., an Equipment Transfer Form must be completed, and then submitted to Inventory Control.

Donation

Direct acquisition of equipment by a department through donation should be reported in writing by the UNLV Foundation Department. The report from the Foundation should include estimated fair market value of the donated equipment. This will be reported as "Unit Cost", and the report should include the name and address of the donor (to insure proper recognition of the gift), building and room number of the donated equipment's present location.

Grants

Equipment related to externally sponsored grants or research is subject to the procedures in this manual and to other more stringent control procedures prescribed by the external sponsors. Effective July 1, 2008, all new sponsored grants or research equipment will be identified by a 2.Gxxxxx identification tag. Any movements of this type of equipment should be approved in advance by Sponsored Programs.

Raffles and Gifts

When a department would like to set up a raffle, drawing, etc., to stimulate interest in a program, an item can be used as a prize. The Director of the requesting department must review this request and approve this action. The Controller’s office must be notified, to insure the proper IRS forms have been completed for the winner of the prize. The Director of Delivery Services will review and approve all such requests. Department will complete the Equipment Release Form and submit it to Inventory Control.
Identification Tags

Positive identification of equipment is accomplished by the permanent affixing of small vinyl tags to each item of equipment. The identification tags will be of durable, corrosion-resistant, with a self-adhesive backing. Each tag will have a unique, printed identification number. All equipment for the Shadow Lane Campus will be identified by a 2.Dxxxxx identification tag and any General Service Administration equipment will be identified by a 2.Nxxxxx identification tag.

Equipment for the Nevada System of Higher Education (NSHE) is identified by 2.NHxxxx identification tag.

Non-Taggable

Identification tags will not be affixed to carpets, drapes, paintings, portraits, specimens, collections, films, and mattresses, items of extremely small size, or items which would be defaced by the attachment of a tag. Items in this category will be assigned an identification tag that the department will control and will be accounted for in the same manner as tagged items. Also, any piece(s) of equipment(s) that is purchased by the university and is considered to be “Installed Equipment”, by Inventory Control, will not be inventoried. Installed equipment is considered to be firmly and permanently connected to the floor, wall, ceiling, or roof of a building.

Betterments

The purpose of fixed asset betterments is to make additions of equipment (e.g., installed, attached, etc.) over the inventorial dollar amount to existing asset barcode numbers.

Use of Equipment

University equipment is to be used solely for University activities or for activities approved and sponsored by the University. The loan of equipment to employees for personal use is expressly prohibited.

Equipment Loans

Loans of equipment to not-for-profit and non-political entities may be made if it is determined to be in the best interest of the institution and the public good. All loans must be documented in writing, including which entity is responsible for maintenance, and approved by the President. Each President shall submit to the Chancellor annually a list of loaned equipment. An Equipment Loan Agreement Move (ELA) can be utilized for documentation of an equipment loan.
Departments, that receive equipment on loan from any outside source, must complete the Property Loan Form, and then submit it to Inventory Control.

Personal Property

The provisions of this manual do not apply to equipment which does not belong to the University. Any person bringing personal property onto University premises retains sole responsibility for such personal property. The University is not responsible for the loss, theft, or destruction of non-University property.

Conducting Inventories

The University is required by Board of Regents Policy to make a periodic count of all University equipment valued $5,000.00 or more, all items listed on the sensitive equipment list and all items tagged at the department’s request making them sensitive equipment. The Inventory Control Section is responsible for assuring compliance in this area.

The inventory system maintained by the Inventory Control Department is the official university record of fixed assets. Accuracy of the information depends on the responsible departments to complete the appropriate forms to update the equipments status properly.

To maintain an accurate inventory list, the responsible department should attempt to update all equipment changes as they occur. Departments can update their equipment locations by submitting an Equipment/Asset Move form. This update will be completed through the Archibus system by the department’s trained representative.

Inventory Control will make three attempts (in writing) to conduct its periodic inventory on a department’s equipment inventory. This is due to the shortage of personnel in the Inventory Control Section and the number of departments on campus,

Shortages

It is the responsibility of each department head to reconcile the "shortage list" of all equipment not found during these periodic counts in a timely manner. Items of equipment that have not been found during periodic counts of University equipment for a period of one (1) or more years must be located by the user department. Any equipment that can not be located after an exhaustive search must be listed on the official shortage list by the University department and written off as "Lost."
The department head is responsible for final accounting of items of equipment not found on inventory.

**Disposals**
Department heads may request relief from accountability (using a Surplus Equipment Move) for equipment in the following categories: obsolescence, un-repairable, no longer usable by department but still functioning. This equipment must also be turned in to the Inventory Control department. This applies to all items (equipment, furniture, etc.)

**Obsolete**
Obsolete equipment excess to the department needs, unsafe, unserviceable – This equipment must be turned in to the Surplus Section. Never discard any equipment. A Surplus Equipment Move should be submitted to initiate this process.

**Trade-In**
University equipment maybe traded in when purchasing new equipment. Department heads should report any equipment traded in to the Inventory Control department If the trade in value is below the recoverable market value It must be surplus through Inventory Control. (Never attempt to transfer an existing tag to new equipment) University policy requires supporting documentation from vendors be attached to the for equipment traded-in. Documentation for both the equipment being traded-in and the equipment being traded for are required. Required documentation for equipment being traded-in includes:

Inventory Control Tag Number, cost of equipment, description and trade-in value received.

Required documentation for equipment being traded for includes: Purchase Order Number, cost of equipment being purchased, and description.

If the proper supporting documentation is not submitted, the equipment being traded-in will remain on inventory and the department will retain responsibility for the equipment.

**Vandalism**
When an item of University equipment is lost, stolen, destroyed, or missing through any other cause, the department head should request relief from responsibility for that equipment within 10 days. An employee may be held responsible for the value of any item of equipment lost, stolen, damaged or destroyed through his/her negligence.
In requesting relief from responsibility, an explanatory letter containing all pertinent details, signed by the responsible person, department head, and dean or division head, must be attached to the request form. Also, in the case of thefts, a copy of the report by campus police or the law enforcement agency having jurisdiction must be attached.

### FORMS AND TOOLS

The following forms and tools are utilized in conducting fixed asset transactions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment/Asset Move</strong></td>
<td>Use this form to update the location of fixed assets.</td>
</tr>
<tr>
<td><strong>Equipment Loan Agreement</strong></td>
<td>An Equipment Loan Agreement (ELA) can be utilized for documentation of an equipment loan.</td>
</tr>
<tr>
<td><strong>Equipment Release Form</strong></td>
<td>Use this form for authorization to use an item(s), as a prize, from a raffle, drawing, etc..</td>
</tr>
<tr>
<td><strong>Equipment Transfer Form</strong></td>
<td>Use this form to transfer equipment to another institution, agency, etc. This form can be used to request the bar coding of a fixed asset from the property control department.</td>
</tr>
<tr>
<td><strong>Property Loan Form</strong></td>
<td>This form can be used for a department that receive equipment on loan from an outside source to request the bar coding of a fixed asset from the property control department.</td>
</tr>
<tr>
<td><strong>Purchase Order</strong></td>
<td>This form is used by property control to evaluate which equipment purchased should be capitalized. Items purchased through the credit card system are not automatically sent for review to Inventory Control. Departments are required to notify Inventory Control of all such purchases.</td>
</tr>
<tr>
<td><strong>Request for Bar coding</strong></td>
<td>*This form can be used to request the bar coding of a fixed asset from the property control department.</td>
</tr>
<tr>
<td><strong>Surplus Equipment Move</strong></td>
<td>Use this form when transferring equipment to dispose or surplus.</td>
</tr>
</tbody>
</table>

* Electronic form available at the following link: [http://delivery.unlv.edu/inventoryforms](http://delivery.unlv.edu/inventoryforms)
APPENDIX A: BOARD OF REGENTS EQUIPMENT POLICY

Board of Regents Equipment Policy
Equipment Inventory (formerly CM 01-03)

Title 4, Chapter 10, of the Board of Regents Handbook provides that equipment that is sensitive in nature or subject to theft, and which is valued below the amount required to be inventoried, must be separately tracked by each NSHE institution. The policy further stipulates that the Chancellor shall provide a list of equipment.

Effective March 1, 2008, the following sensitive items or items subject to theft must be separately tracked by the responsible department of each NSHE institution if the items have a value in excess of $2,000 and less than $5,000:

1. Firearms (regardless of acquisition cost)
2. Bicycles
3. Cameras: digital, film, video
4. Cell phones, two-way radios, individual communication devices
5. Computers: desktop, servers, laptop, Ipad’s, (regardless of acquisition cost)
6. Copy, fax and multifunctional machines
7. Lawn mowers
8. Microscopes and telescopes
9. Music systems and components
10. Musical instruments
11. Printers
12. Scales and balances
13. Televisions
14. Video: projectors, recorders, monitors

Institutions that wish to inventory additional items within the aforementioned definition may do so at their discretion.

a. Equipment is anything tangible, other than real property, with a value equal to or more than an amount determined by the respective Purchasing Department.

b. Each department has custodial responsibility for all equipment within its jurisdiction. Each department is also responsible for reporting all additions, deletions, and material changes in condition of equipment within their unit, to the respective Purchasing Department.

c. The respective Purchasing Department, through its Fixed Assets Section, is responsible for maintaining and reporting records of equipment inventories. The Purchasing Department is responsible for establishing and monitoring control procedures, ensuring that purchase acquisitions of inventoriable equipment are properly recorded and recording equipment disposals.
d. Deans, directors and department heads are responsible, within their area, for reconciling annual physical inventories with periodic or special Purchasing Department reports. The accuracy of such reconciliations shall be documented by signed certification.

e. Loans of equipment to not-for-profit and non-political entities may be made if it is determined to be in the best interest of the institution and the public good. All loans must be documented in writing, including which entity is responsible for maintenance, and approved by the President. Each President shall submit to the Chancellor annually a list of loaned equipment.

f. Equipment that is sensitive in nature or subject to theft that is valued below the amount determined in section a. above must be separately tracked by the institution. The Chancellor shall periodically provide a list of equipment items that must be separately tracked.

g. All equipment located at off-campus sites and used for institutional programs must be inventoried and maintained in the same manner as equipment on campus. If the institution does not control the site, written agreements must be in place with the organization that owns or controls the site.
## APPENDIX B: ASSET TYPE AND USEFUL LIFE

<table>
<thead>
<tr>
<th>Catalog Code</th>
<th>Equipment Type</th>
<th>Asset Type</th>
<th>Useful Life</th>
<th>Depreciation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV10</td>
<td>Audio Visual Equipment</td>
<td>E</td>
<td>10</td>
<td>SL</td>
</tr>
<tr>
<td>BF10</td>
<td>Building Fixtures</td>
<td>F</td>
<td>10</td>
<td>SL</td>
</tr>
<tr>
<td>BL40</td>
<td>Buildings</td>
<td>B</td>
<td>40</td>
<td>SL</td>
</tr>
<tr>
<td>DH6</td>
<td>Data Handling</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
<tr>
<td>GI25</td>
<td>General Infrastructure</td>
<td>G</td>
<td>25</td>
<td>SL</td>
</tr>
<tr>
<td>IM10</td>
<td>Improvements Other Than Building</td>
<td>I</td>
<td>25</td>
<td>SL</td>
</tr>
<tr>
<td>IS6</td>
<td>Information Systems Computers</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
<tr>
<td>LB5</td>
<td>Library Books &amp; Media</td>
<td>M</td>
<td>05</td>
<td>SL</td>
</tr>
<tr>
<td>LD00</td>
<td>Land</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OE10</td>
<td>Office Equipment/Furniture</td>
<td>E</td>
<td>10</td>
<td>SL</td>
</tr>
<tr>
<td>OS10</td>
<td>Service Center Equipment 10YR</td>
<td>E</td>
<td>10</td>
<td>SL</td>
</tr>
<tr>
<td>OS3</td>
<td>Service Center Equipment 3YR</td>
<td>E</td>
<td>03</td>
<td>SL</td>
</tr>
<tr>
<td>OS6</td>
<td>Service Center Equipment 6YR</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
<tr>
<td>OT00</td>
<td>Equipment Non-Depreciated</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OT10</td>
<td>Equipment Other Than Office</td>
<td>E</td>
<td>10</td>
<td>SL</td>
</tr>
<tr>
<td>OT6</td>
<td>Information System Accessory</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
<tr>
<td>PP11</td>
<td>Printing/Publishing</td>
<td>E</td>
<td>11</td>
<td>SL</td>
</tr>
<tr>
<td>RT6</td>
<td>Radio/TV Broadcasting</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
<tr>
<td>SC15</td>
<td>Stone &amp; Clay Manufacturing</td>
<td>E</td>
<td>15</td>
<td>SL</td>
</tr>
<tr>
<td>VB18</td>
<td>Vessels/Boats/Water Transportation</td>
<td>E</td>
<td>18</td>
<td>SL</td>
</tr>
<tr>
<td>VB9</td>
<td>Busses</td>
<td>E</td>
<td>09</td>
<td>SL</td>
</tr>
<tr>
<td>VF6</td>
<td>Heavy Trucks/Sweepers/Forklifts</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
<tr>
<td>VH3</td>
<td>Automobiles/Vans/Taxis</td>
<td>E</td>
<td>03</td>
<td>SL</td>
</tr>
<tr>
<td>VH4</td>
<td>Light Trucks/Tractors/Trencher</td>
<td>E</td>
<td>04</td>
<td>SL</td>
</tr>
<tr>
<td>VM6</td>
<td>Motor Pool Vehicles</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
<tr>
<td>VT6</td>
<td>Trailers</td>
<td>E</td>
<td>06</td>
<td>SL</td>
</tr>
</tbody>
</table>
Fixed Asset Flow Chart

Review Purchase Order

Is the item part of a special collection (artwork, antique, library, etc.)?

Yes  Forward the purchase order to the controller office for capitalization

No

Does the item cost $5,000 or more?

Yes  Locate and bar code the equipment for capitalization.

No

Is the equipment identified as sensitive equipment per Chancellor Memorandum #01-03?

Yes  Locate and bar code the equipment for tracking

No

The equipment is not to be tracked per BOR policy.

Once the equipment is bar coded keypunch the asset into the fixed asset database

Once the equipment is bar coded keypunch the asset into the fixed asset database
INDEX

Accumulated Depreciation......................... 4
Acquisition Cost................................. 4, 13
Appraised Value................................. 4
Artwork ............................................. 5, 16
Bar Code ........................................... 4, 7, 9, 16
Building ........................................... 4, 5, 8, 9, 15
Capitalization .................................... 16
Depreciation ...................................... 4, 15
Disposal .......................................... 2, 5, 11, 13
Disposition ....................................... 5
Grant .................................................. 2, 8
Inventory .......................................... 4, 5, 6, 10, 11, 13
Personal Use ...................................... 9
Inventory Control Tag........................... 5, 11
Purchase Order ................................... 11, 12, 16
Surplus ............................................. 3, 5, 6, 11, 12
Trade In ............................................ 2