

Coding of Equipment for Inventory Purposes:

To determine if an item should be coded 490-499 and placed on inventory, please answer the following questions:

1. Will the item maintain its original shape in use?
2. Is its life expectancy more than one year?
3. Can it be repaired if needed?
4. Does it costs less than \$5,000?

If you answered "YES" to all four questions, then use one of the following codes and send over information so that this item can be placed on inventory.

491 Instructional Equipment

492 Furniture and Fixtures

493 Non-Instructional Equipment

494 Audio/Video Equipment

495 Computer Hardware

496 Library/Media Equipment

497 Laboratory Equipment

498 Athletics and Physical Ed Equipment

499 Other Equipment

If you answered "NO" to any question 1-3, then use one of the "supplies" codes.

If you answered "NO" to question 4, then use a fixed asset code and send over the original information to be put on fixed asset inventory. THIS MUST BE SENT OVER ON THE DATE OF PAYMENT--PLEASE CALL MELISSA TO GIVE HER THE DETAILS.