

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

	POLICY PUR 305-05
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Capital Equipment	Effective date: 07/01/1996
Source: University policy	Revision date:

PURPOSE

To identify limits for Capital Equipment.

POLICY

PUR 305-05-01: Capital Equipment

Equipment that is not permanently attached to buildings or grounds and that has an acquisition cost of \$5,000 or more (including sales and/or use tax, freight, and installation) and a life expectancy of one year or more is considered Capital Equipment.

305-05-02: Purchases of Capital Equipment

The requesting department shall process a requisition in the financial system utilizing a capital account and sub-account (e.g. 7830-10 Office Machines).

CROSS REFERENCE

- [PUR 205-00](#) Prohibited Purchases
- [PUR 302-01](#) Departmental Purchase Orders
- [PUR 305-01](#) Live Animals
- [PUR 600-01](#) Reporting Receipt of Order