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