

Additions to Equipment Guidelines

Effective immediately, capital expenditures related to existing assets can be allocated to account codes 9000 (Equipment/Furniture >\$5,000) or 9020 (Computer Hardware >\$5,000) **only if** they meet the below criteria:

1. **Individual transactions** must be greater than **\$500**,
2. Item must be permanently and intrinsically attached to asset, and
3. Must meet all of the following criteria:
 - Item must extend useful life of the asset by more than 1 year
 - Item increases the asset's capacity, functionality or operating efficiency
 - Item enables the asset to perform a function it was unable to perform originally

Individual transactions that do not meet the criteria above must be allocated to account codes 3180 (Non Capital Equipment <\$5,001) or 3150 (Computer Supplies <\$5,001).

*The \$500 threshold is based upon 10% of State and Federal Law capitalization criteria of \$5,000.00 for capital equipment.