INFORMATION TECHNOLOGY

Fixed Asset Coding Guidelines

Product/Type	Example of Vendors	Category	Asset Profile (required for 6490 only)	Threshhold Tagging (Generated for 6490 only)	Account to use if it does not meet 6490 requirement
Switch	Alcatel	NETWORK	NETWORK	>= $200	4503/noninstru 4303/instru
SAN Shelves	Bear Data/Netapp	SAN	SAN	>= $200	4503/noninstru 4303/instru
SAN Filer	Bear Data/Netapp	SAN	SAN	>= $200	4503/noninstru 4303/instru
Cables	Alcatel/NWN/HP	EQU: OTHER	EQP: OTHER	>= $1000	4500/noninstru supplies
Polycom Phones	CDWG	COMM	EQP: COMM	>= $1000	4500/noninstru supplies
Racks/Cabinets	NWN	EQU: OTHER	EQP: OTHER	>= $1000	4500/noninstru supplies
Server	NWN/HP/Gaynor	COMPSERVER	COMPSERVER	>= $1000	4503/noninstru 4303/instru
Software**	Various	SOFTW	SOFTW	No Tag generated	4503/noninstru 4303/instru
PC/Desktops	NWN/HP/Apple	COMPU	COMPU	>= $200	4503/noninstru 4303/instru
Tablets	NWN/Apple/Andoid	TABLETS	TABLETS	>= $200	4503/noninstru 4303/instru
Laptops	NWN/Apple/HP	COMPU	COMPU	>= $200	4503/noninstru 4303/instru
Projectors	Various	EQU: OTHER	EQP: OTHER	>= $1000	4500/noninstru supplies
Printers/Scanners	NWN/NEKO	COMPPRINT	COMPPRINT	>= $1000	4500/noninstru supplies
Surveillance/Security Camera	Gaynor/Vanden Bos	SURVCAM	SURVCAM	>= $200	4503/noninstru 4303/instru
Monitors	NWN/Apple	COMPMONT	COMPMONT	>= $1000	4500/noninstru supplies
Midspan	NWN/Midspan	NETWORK	NETWORK	>= $200	4503/noninstru 4303/instru
UPS	NWN/Liebert	NETWORK	NETWORK	>= $200	4503/noninstru 4303/instru
Access Points	Redline	WAP	WAP	>= $200	4503/noninstru 4303/instru
PoE injector	Redline	EQU: OTHER	EQP: OTHER	>= $1000	4500/noninstru supplies
Gateway	VOX / Audio Codes	NETWORK	NETWORK	>= $200	4503/noninstru 4303/instru
Module	VOX / Audio Codes	NETWORK	NETWORK	>= $200	4503/noninstru 4303/instru
Installs*	AT&T /Frontier	SERVICES	EQP: FEES	No Tag generated	5600/repairs

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Fixed Asset Coding Guidelines

Product/Type	Example of Vendors	Category	Asset Profile (required for 6490 only)	Threshhold Tagging (Generated for 6490 only)	Account to use if it does not meet 6490 requirement
Maintenance*	Various	SERVICES	EQP: FEES	No Tag generated	5600/repairs
Labor*	Various	SERVICES	EQP: FEES	No Tag generated	5600/repairs
Software license*	Various	SERVICES	EQP: FEES	No Tag generated	5601/non instru 5603/instru SW License
Software Maintenance	Various	SERVICES	EQP: FEES	No Tag generated	5600/SW Maintenance
Cabling (New)*	Various	SERVICES	EQP: FEES	No Tag generated	6200/building- 5600/repairs

* Can only be charged to 6490 if part of new equipment purchases.

** Use account code 6491 for software purchased for instructional use.

NOTE: Use account code 6491 for fixed assets purchased with federal funds costing $5,000 or more.

Revised 01/30/17