<u>**Office Memorandum**</u>

Date: July 28, 2006

To: See Distribution List

**From: Mitra Nasri, Supervisor
          Property Management**

Copies: File

Subject: Controlled and Fixed Assets

<u>**Fixed assets**</u> are equipment or software items with an acquisition cost of $5000.00 or greater.

<u>**Controlled items**</u> are equipment purchases with an acquisition cost of $500.00 to $4,999.99. Acquisition cost includes tax, freight and installation cost.

Items that are not tagged as fixed or controlled items are:

1.   Items are consumed in use (for example, glasses, Plexiglas, building materials, lumber, chemicals, printer cartridges, copier cartridges, ribbons, filters, belts etc.)

2.   Items that are components of another end items such as computer circuit cards, motherboards, internal zip drives, internal modems, internal CD-ROM dries, and software upgrades.

3.   Automotive replacement parts such as alternators, compressors, engines, transmissions, etc.

4.   Components or repair replacement parts for scientific or other instructional equipment and items such as motors, pumps, compressors, and valves.

5.   Parts to repair or maintain the campus infrastructure or systems such as elevators, grounds, electrical, plumbing and HVAC.

6.   Items to be installed in campus buildings or grounds such as air conditioners, plumbing or gas valves, parking lot lighting systems, parking meter equipment, shelving and pallet racks.

7.   Other items that would make tracking or physically inventorying the item impractical such as scoreboards, sound systems installed in ceilings or items installed underground or on rooftops or University utility poles.

8.   Systems furniture or modular furniture. (**furniture with an acquisition cost of $500.00 or greater will be tagged if they <u>have keys</u>**)

Should you have any questions on any items that need clarification on whether it should be tagged, please call Property Office at 3-3490

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