## **OBJECT CODE GUIDE FOR EQUIPMENT AND SUPPLIES**

## PO Total < \$5,000 Object Code 56411 **EQUIPMENT\*** - Durable and lasts more than a year. Examples include machinery, tools, Equipment (\$200 to \$4,999) furniture, vehicles, computers Object Code 56413 Electronic Equipment, Laptops, PCs, Ipads, Servers, Wireless Access Points, PO Total > \$5,000 Cameras - 3 year life **EQUIPMENT\*** - Durable and lasts more than a year. Examples include machinery, tools, furniture, vehicles, computers. Object Code **56418** Furniture, Fixtures, Vehicles, Heavy Equipment, Machinery - 8 year life Object Code **54100 or** 54300 Examples - paper, pens, folders, staplers, tape, Post-it notes, printer **PO Total = Any Amount** ink, disinfectants, paper towels, toilet **SUPPLIES\*\*** - Consumable items that are paper, hand soap, mops, used up or depleted during normal use with brooms, gloves, masks, gauze, life less than a year. Generally, if broken it is bandages, saline, syringes, disposable not worth repairing. gowns, bags, gift wrap, tags, packaging materials, hangers, cables, batteries, disk media, accessories, textbooks, arts, crafts, etc.

- \* EQUIPMENT includes all movable and immovable:

  Movable Equipment: This refers to equipment that can be relocated or moved from one location to another.

  Immovable Equipment: This refers to equipment that is affixed and is not easily moved. Examples include ceiling-mounted projectors, interactive whiteboards, gym equipment, laboratory equipment.
- \*\* In some contexts, low-value equipment less than \$200 with useful life less than one year may be treated as supplies rather than long term assets.

These are general guidelines and certain exceptions may apply.

