

CSU, Chico
Summary of IT, Software, Equipment and Furniture Codes

Description	Account Codes		Comments	FIRMS OBJ CODE	Tagged
	Capital Assets	Non-capital Assets			
	Unit Cost >=\$5,000 (including tax, freight, and installation)	Unit Cost <\$5,000			
I/T Hardware - Communications	616001		IT Communication Equipment: network equipment such as routing equipment for network operations. It may also include installation, tax, maintenance and related training costs. Often used by CSRV/TSRV.	616001	Yes
IT Hardware - Other	616C01	<p>616N01 Include items \$500-\$4,999 and ALL printers, copiers, faxes, computers, tablets, and personal computing devices regardless of cost</p> <p><i>Note: All other items in this category, except monitors, \$499 & under should be charged to account 616005</i></p>	IT Equipment with an estimated useful life of at least one year: central processing units, disk drives, memory boards, power supplies, servers, notebook/laptop computers, tablets, printers, copiers, faxes, monitors and other computer peripheral hardware. May include furniture if item has digital or computerized component (e.g., learning pod with integrated monitor) ; All printers, copiers, faxes, computers, tablets, and personal computing devices regardless of cost must be tagged. Monitors < \$1000 are not tagged.	616002	Yes
Other Equipment	619C01	<p>619N01 Include items \$500-\$4,999 <i>Note: Items in this category \$499 & under should be charged to account 660003</i></p>	Non-IT equipment: Office equipment: projectors, cash registers, time clocks. Lab/research equipment: microscopes, pumps, compressors, oscilloscopes, centrifuges, spectrometers, condensers, lasers, incubators, and photometers. Instructional equipment: audio/visual, televisions, projectors, digital displays, cameras, and peripheral camera equipment. Vehicles and trades equipment. Musical instruments. May include furniture if item has a motorized component (e.g. motorized desk that raises & lowers)	619001	Yes
IT Software - Capital	616C02		Software applications purchased and developed or programmed for internal use. This would not include maintenance or annual license agreements, or trainings. This account would be used very rarely and should be discussed with accounting for appropriateness before use occurs.	616003	Yes
Software License, Programs and/or Maintenance Agreements	616S02		Expenditures for software licenses generally referred to as "per copy," or "per seat" costs. Software maintenance agreements to support use of license. These would be excluded from 616C02.	616003	No
Software & Hardware - Related Services	616005		Software & hardware related services should be distinguished from the software and hardware costs and are recorded as misc info tech expense in 616005. Related services include maintenance contracts, service agreements, and warranties. When training is purchased with I/T Hardware-Communications, it should be recorded in 616001.	616005	No
Training - Other (non-IT) Equipment	660003		Training Costs for Non-IT other equipment are recorded as a supplies and services expense in 660003.	660003	No
Misc Info Tech Costs	616005		Used for IT-related transactions when more detailed object codes are not appropriate. (Power supply, cables, cords, small data storage such as CD, DVD and thumb drives can be expensed here if easy to identify.)	616005	No
	Total PO > or = \$10,000	Total PO < \$10,000			
Furniture	619F01	660003	Costs for the purchase of furniture. Examples include: office furniture, instructional pods, desks, chairs, housing furniture, and lab furnishings. Note that furniture which includes a motorized component should be included in 619C01 or 619N01 based on dollar value. Furniture which includes a digital or computerized component should be included in 616C01 or 616N01 based on dollar value.	619001/660003	Yes/No