

GUIDELINES/EXAMPLES FOR PURCHASE OF EQUIPMENT VIA P-CARD			9/16/2014
TYPE OF EQUIPMENT	PURCHASE ORDER REQUIRED	ALLOWED VIA P-CARD (note any special requirements)	OBJECT CODE INFORMATION
Computers and Computer Tablets (Examples: iPads, Kindle Fire, Google Nexus, Asus, MS Surface Pro, etc.)	Must be requested and purchased through BSU/NTC Information Technology Department, with internal chargeback.	Only BSU/NTC Information Technology Department may purchase via p-card using internal process developed to record fixed assets.	3006 Fixed asset tag will be assigned. BSU/NTC IT Department to follow internal process developed to record fixed assets.
Computers and proprietary tablets purchased with or solely for operation of specific lab equipment. (Examples: SimPad for operation of SimMan; Computer that operates a Mercury Analyzer, Fire Control system, Dynamometer) Cannot be connected to the network; not supported by IT.	Yes (Usually purchased from vendor providing specialized equipment)	No	3006 Fixed asset tag will be assigned
eReaders- limited access to device driven applications (Example: Kindle, Kindle Paperwhite)	No	Yes (send copy of order to Inventory so equipment can be tagged upon arrival.)	3002
Furniture	Furniture Purchases Over \$10,000--Yes Furniture Purchases requiring set-up and installation--Yes	Furniture purchases under \$10,000 that do <u>not</u> include set-up and installation--Yes	3008
Non-Computer/Non-Sensitive Equipment up to \$5,000	No	Yes, if does not include set-up and installation. (send copy of order to Inventory so equipment can be tagged upon arrival.)	3002
Non-Computer Equipment \$5,000 and over (unit cost)	Yes	No	3006 Fixed asset tag will be assigned
Sensitive Equipment regardless of cost, must have min life expectancy of 2 yrs (Examples: firearms, weapons, boats, motors, golf carts, high end scientific balances) Departments can contact Inventory and request specific types of equipment classified as sensitive.	Yes	No	3006 Fixed asset tag will be assigned
Capital Asset Purchases \$10,000 and over (unit cost)	Yes	No	4000 Fixed asset tag will be assigned
Note: This is not intended to be a complete guideline covering all circumstances, but a general purpose guideline covering common purchases.			