

## 26 Account Information

### Checklist for Payments of Equipment:

- 1) Determine if the item is considered equipment; dollar amounts of the item must be:
  - a. \$500-\$4,999.99—"controlled asset"—University Property
  - b. \$5,000 and above—"capitalized equipment"—Government Property
  
- 2) Make sure the subaccount is correct:
  - a. 50—M & O (including equipment \$500-\$4,999.99)
  - b. 80—Equipment \$5,000 and over only
  - c. 82—Fabrication (material will be consumed after fabricated)
  - d. 83—Fabrication of equipment (material that will be fabricated to become equipment, or part of an existing piece of equipment)
    - If using a 26 account that was established before Sept. 1, 2001 for equipment **\$1,000-\$4,999.99**, use the subaccount 89.
    - **Clarification:** For equipment over **\$5,000**, either new accounts or accounts established before Sept. 1, 2001, use the subaccount 80.
  
- 3) On the Payment Voucher in the Description fields, list the following:
  - a. Common Name
  - b. Make
  - c. Model
  - d. Part Number
  - e. Serial Number if possible
  - f. End User's name
  
- 4) Object Codes: See the Excel spreadsheet and object code lists on \*DEFINE GG8 Screen for more possible specific codes.

### Object Codes

	Subaccount 50		Subaccount 89	Subaccount 80	Subaccount 82 & 83
	Under \$500	\$500- \$4,999.99	\$1000- \$4,999.99	Over \$5,000	
Guns & Rifles	1835**	1835**	NA	1830	1832
Stereo Systems & Cameras	1836	1837**	NA	1830	1832
Video Recorders/Players & Oscilloscopes		1837		1830	1832
All Computers Except Monitors	1846	1847**	1845**	1840	1832
Monitors	1846	1846	1849	1840	1832
Computer Software	1842	1842		1841	1832
Telecommunications Equipment	1866	1867**	1869	1860	1832
Fax Machines, Cellular Phones, Other Furniture, & Equipment	1836	1836	1839	1830	1832
Materials & Hardware	1443	1443		NA	1832

\*\*Controlled Items—Items that the state requires us to monitor.

If you have any questions, please call the Federal Equipment Administrator at 512-232-7560.