

Object Code Quick Reference for Capital Assets

To be considered a capital asset, the item must meet two criteria:

1. It's useful life is in excess of one year
2. The total cost* is \$1,000 or more

*All costs associated with the purchase of an item should be included in the total cost (i.e. include shipping, installation fees, etc.)

Library Books/Object Code 612 (600 for INT)

Audio-Visual Materials/Object Code 621 (or 622 if non-capital)

Examples:

Artwork
CD's (not blank)
Charts
DVD's (not blank)
Exhibits
Film
Filmstrips Globes
Maps
Recordings

Furniture, Fixtures, & Equipment/Object Code 641 (or 642 if non-capital)

Examples:

Camcorders
Cameras
Chairs
Desks
Fax machines
Gym equipment
Instruments
Kitchen equipment
LightSpeeds
Microscopes
Occupational therapy equipment: wheelchairs, standers, walkers, aquatic chairs, etc.
Radios
Regular full size Whiteboards, non-interactive
Shelving
Sound system equipment: amplifiers, speakers, mixers, etc.
Tables
Televisions
VCR/DVD players
Washers and Dryers

Computer Hardware/Object Code 643 (or 644 if non-capital)

Examples:

Computers
Doc Cameras
E-readers: Nook, Kindle
Hard/Disk Drives
Interactive Whiteboard
IPad's
Keyboards
Laptops
Memory
Modems
Monitors
Printers
Projectors
Scanners
Servers
Sound Cards
Switches
Tablets
Video Boards

Technology Related Furniture, Fixtures & Equipment/Object Code 648 (or 649 if non-capital)

(this category is new FY19 - the examples will grow with time)

Examples:

Battery Backups
Charging Carts/Cabinets
Computer Tables

Buses/Object Code 651

Motor Vehicles/Object Code 652

Computer Software/Object Code 691 (or 692 if non-capital)

Computer Licenses/Object Code 693 (or 694 if non-capital)

(Obj. 691 or 693 only if over \$1,000 and greater than one year)

(Obj. 692 or 694 if less than \$1,000 and greater than one year)

Examples:

Application Programs: database management, spreadsheet functions, instruction, & word processing

AS400

AutoCAD Software

System Software: operating systems, programming languages, and utility programs