

Asset Coding for People Soft Requisitions

ACCOUNT NUMBER	ACCOUNT NAME	ASST PROFILE ID	ASSET PROFILE DESCRIPTION
561100	Library Books	no profile	Audio books and books. Note: should not be purchased with capital project funds (3XXX).
*562120	AV Materials > \$1,000 (audio visual materials that cost \$1,000 each or more)	AUDIOVIS	Non-consumable materials such as charts, maps, recorded materials and globes that cost \$1,000 or more each.
562230	Av Materials - \$999.99 less	no profile	Non-consumable materials such as charts, DVD recorded materials, movies, maps and globes that cost \$999 or less each.
*564120	Furniture - Fixtures & Equipment > \$1,000 (furniture, fixtures and equipment that cost \$1,000 or more each)	CAFETERIA; CLASSROOM ELECTRONIC; FURNITURE MUSIC; PHYSED; MAINTENQUIP; OTHER COMP	Speakers ; amplifiers; sound systems TV cameras; kitchen equipment; classroom equipment; electronics; furniture; music equipment physical education equipment, maintenance equip- Building & Grounds, shredder, electronics
564220	Furniture - Fixtures & Equipment < \$1,000 (FFE less than \$1,000)	no profile	Document cameras, desks, filing cabinets, VCR/DVD players
*564320	Computer Hardware > \$1,000 (computers and computer equipment that cost \$1,000 or more each)	DESKTOP; LAPTOP; SERVERS OTHERCOMPUTR	Desktop; laptops, servers, printers and other IT equipment over \$1,000
*564420	Computer System < \$1,000 (computers and computer equipment that cost \$999 or less each)	COMP<\$1,000	<i>All computers (including laptops, notebooks and thinkpads) are tagged;</i>
564430	Computer Hardware - computer peripherals that cost less than \$999	no profile	Printers, keyboards, replacement mouse, speakers, memory, head sets
564440	Computer - Mobile Device - new 3/18/10 (non-Capitalized)	no profile	iPads, iTouch, iPods and any E readers (Kindles, Nooks, etc.). To be tracked by the Destiny Library Management System.
*565100	Buses - Capitalized > \$1000 (buses that cost \$1,000 or more)	BUSES	School buses
*565200	Other Motor Vehicles > \$1000	OTHERVEHIC; Car/Truck	Other licensed vehicles (i.e. cars, vans, trailers, tractors)
*569120	Software > \$1,000 (software not downloaded from the internet that costs \$1,000 or more)	SOFTWARE	Capitalized software
569220	Software- \$999 less	no profile	Software costing less than \$1,000 - Rossetta Stone
NON ASSETS - Should not be purchased with capital project funds (3XXX).			
535010	Repair-Maintenance - External	no profile	warranties
536670	Software Maintenance, Rental, Lease	no profile	Software maintenance
536680	Software Licenses, Subscriptions	no profile	for licenses - not actual software
536685	Broadcasting Rights	no profile	Broadcasting rights
551100	Supplies	no profile	Consumable products such as first aid kits, printer ink cartridges, classroom supplies, paper, pencils, lab supplies, assessment supplies, wastebaskets, etc.

*Requires asset tags for inventory.

**For FY10, red asset tags are no longer being issued for E-Instruction pads.

Need Help? - Please contact a capital assets group team member if you have any questions regarding an item you are ordering. We will help you determine where the item should be coded and ensure that the Districts expenses are recorded according to State guidelines.