# Assets Coding for PeopleSoft Requisitions

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

**\***    **Requires asset tags for inventory and an asset profile.**

\*\*  As of 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.