

Capitalization Policy

Equipment Cost \geq \$500

Useful Life > 1 year

	Equipment Cost	Charged to Object Code 56410	Recorded As An Asset	Tagged	Capitalize/ Depreciation
To meet the various parameters:					
50% Law	\geq \$500	YES	NO	NO	NO
Insurance purposes	\geq \$1,000	YES	YES	NO	NO
GASB 35/36 - 85% of value of purchased assets	\geq \$5,000	YES	YES	YES	YES

EXCEPTIONS:

Initial furnishing of a building, classroom or office	NA	YES, regardless of cost	YES	Individually or Bulk	YES
Bulk purchases where the individual items may not be \$500 but all of the items together are \geq \$5,000	NA	YES	YES	In Bulk using PO# as Tag #	YES
All computers will be:	NA	recorded in 56411	YES	YES	YES

Please Note: No services, regardless of cost, should be charged to the 56410 object code.

OBJECT CODE

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OBJECT CODE DESCRIPTION

Full Time Faculty
Administrator
Car Allowance
Housing Allowance
Academic Management
Counselors-Full Time
Librarians-Full Time
Part Time Faculty
Substitute for Sabbatical
High School Part Time Faculty
Part Time Summer Faculty
Academic Stipends
Part Time Counselor
Part Time Summer Counselor
Part time Librarian
Non Instructional-Stipend
Classified CSEA-Permanent
Classified UPE-Permanent
Classified Management
Classified Supervisory
Classified Confidential
Instructional Aide-CSEA-F/T
Part Time Hourly Student
Part Time Hourly Non-Student
Classified Overtime
Governing Board
College Work Study Students
Hourly - Replacement
Student Stipends
Indirect Costs
Instructional Aide-Student
Instructional Aid - Tutor
Instructional Aide-Hourly, Non-Student
H&W-Non-Instructional
H&W-Instructional
Mandated Benefits-Non-Instructional
Mandated Benefits-Instructional
Expenditure
Instructional Supplies
Instructional Software
Noncapitalized Equipment
Office Supplies
Other Non-Instr Materials & Supplies
Emergency/First Aid Supplies
Auto Supplies
Periodicals & Magazines

Consession Expense
Permits/Plan Check Fee
Other Expenditures
Personal and Consultant Services
Other Contract Services
Indirect Costs
Expenses to be determined
Bond Program Management
Construction Management
Testing Inspection
Inspector of Records
Architectural Services
Design Consultants
License Agreement
Conference & Related Expenses
Travel & Related
Travel & Related Expenses-Recruitment
Travel & Related Expenses-Field Trips
Credit card payment
Training and Education
Dues & Memberships
Insurance-General
Insurance-Deductibles
Contingency
Gas
Electricity
Water
Telephone
Disposal
Sewer
Remote Access
Laundry & Dry Cleaning
Rent or Lease-Equipment
Rent or Lease-Facility
Repair or Maintenance-Equipment
Repair or Maintenance-Facility
Maintenance or Service Contracts
Support Request
College Support - InKind
Legal Services/Cost
Legal Advertising
Accreditation
Audits
Elections
Postage
Bank Card Discount Charge
Foreign Tax

Management/Trust Fee
Physical Examinations
Fingerprinting
Advertising/Publicity
Printing
Custom Printing
Exhibit, Festival & Programs
Catalogues & Schedules
Student Handbooks
International Exchanges
Hospitality
Awards Ceremony
Program Funds
Distribution
Events Expense
Sponsorship
Donor Recognition
Realized Loss
Unrealized Loss
Bad Debt Expense
Land Purchase
Sites
Buildings
Library Books
New Equipment
Equipment - Computers
Bond Redemption
Bond Redemption Fee
Debt Interest & Other Service Charges (Long term)
Interfund Transfers-Out
Intrafund Transfers-Out
Awards
Student Financial Aids
Scholarships
Tuition Reduction
Other Payments to Students