

PCS 101B

### Examples of Capital and Non-Capital Transactions

Items being purchased	Total Cost	Capital or Non Capital?	Agency Org	Notes
Personal computer	\$5,005.00	Capital	7810 01	Personal computers are capitalized for \$5,000 or more excluding sales tax.
Office supplies	\$1,900.00	Non Capital	7320 01	Office supplies are coded as no capital if they are less than \$5,000 per item.
Computer software	\$47,000.00	Non Capital	7320 48	However, software over \$50,000 would be coded to the capital object code 7810 01.
Reference books by a department other than the university libraries or law library	\$60.00	Non Capital	7320 69	Books purchased for departmental use are coded to non capital unless added to the university libraries inventory.
1 filing cabinet	\$99.99	Non Capital	7325 17	This filing cabinet is less than our \$5,000 capital equipment threshold.
10 fire-proof filing cabinets	\$2,925.00	Non Capital	7325 17	The total cost is over \$5,000, but each individual item is less than \$5,000; therefore, the items are non capital.
Draperies	\$4,500.00	Non Capital	7325 95	Draperies that are less than \$100,000, which is our Land & Building capital threshold, are coded to non capital.
New carpeting	\$4,900.00	Non Capital	7325 95	Replacement installations less than \$100,000 per project are coded to non capital.
Bookcases attached to a wall	\$499.00	Non Capital	7325 95	Building fixtures less than \$100,000, which is our Land & Building capital threshold, are coded to non capital.
Reference books purchased by the university libraries or law library	\$60.00	Capital	7810 69	Books purchased by a university library and entered into the library system are capitalized regardless of cost.
Remodeling that increases the efficiency of an area	\$105,000.00	Capital	7890 11	A remodeling project for \$100,000 or more is coded to capital as it meets our Land & Building capital threshold.