

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.5
Subject: Equipment Purchases	

1. For Procurement purposes, the Lowell Campus defines "Equipment" (Subsidiary KK, FRS Object Codes 2001-2012) as any item that meets **all** of the following criteria:
 - a. Is an entity unto itself (stands alone – must be externally visible): e.g., computer, printer, external modem, microscope, filing cabinet, etc;
 - b. Has a unit net price of \$1000 or more (after any discount that may be taken); and
 - c. Has a life expectancy of two years or more.
2. The item may or may not bear a manufacturer's serial number.
3. Supply or accessory items may be included on a purchase requisition with the piece of equipment (Subsidiary KK) when they are an integral part of that equipment; e.g., cabling for a computer, glare screens, software, internal drives, etc. However, if a separate Purchase Order is issued for those types of items only, the cost should be charged to the appropriate subsidiary/object code for the item purchased (Subsidiary EE or FF).
4. Computer boards generally go inside the computer itself and do not "stand alone". Therefore, a board purchased alone without the computer would ordinarily be considered an enhancement or a replacement part (Subsidiary EE or FF). However, if the net price of the board is \$1,000 or more, an/or bears the manufacturer's serial number, it may go in Subsidiary KK.
5. Any equipment item with a net price of \$1,000 or greater shall be charged to the equipment object code that most appropriately fits the description of the item to be purchased.
6. To properly identify these items within the inventory system, it is important that the item description contain the following: the noun describing the item (e.g., "Table"), the manufacturer's name and catalog or model number (e.g., "Steelcase Model 3225"), and whatever description remains (e.g., "30" W x 60"L plastic laminate oak top, stainless steel legs"), followed by the cost of the item.
7. Any item that meets the definition of "Equipment" as contained herein shall be charged to an "Equipment" object code, regardless of the source of funds.

8. Any item that meets the definition of “Equipment” as contained herein may not be charged to a reservation of funds.
9. Upon completion of the construction of the piece of equipment, the department shall report the new equipment item to the Property Office to be recorded in the Fixed Assets Systems.