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Cc: [Stephanie K Reed](#); [Mazen Shehat](#); [Thomas Deshan](#); [Reena Cherukuri](#); [Jacquelyn Manyaga](#)
Subject: [Ru_fll] Moveable Equipment Purchases
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Dear Colleagues,

As we have discussed in recent meetings, in January 2020, the University Controller’s Office will implement a new fixed asset system to improve operational controls and provide a consistent approach for reporting on Capital Expenditures.

Included in the concept of “capital expenditures” is any purchase of moveable equipment or software of:

- \$5,000 or more, and
- which is Rutgers owned, and
- has a useful life of over one year;
- or is an addition to or improvement of an existing piece of equipment

In order for this new fixed asset system to be effective, these purchases must use one of the following ten new natural accounts:

VALUE	DESCRIPTION	COMMENT/DEFINITION
67041	Capital Equipment - Athletics/Recreation	10 Years - Treadmill, Elliptical, Pitching Machine, Weight Training system
67042	Capital Equipment - Audio-Telecomm/Machinery/Dining/Custodial/Construction	10 Years - Smart Board, Touch Display, Postage Mailing Machine, Welding Machine, Auto Diagnostic Tool, Broiler, Oven, Floor Scrubber, Washing Machine, Backhoe, Skid Steer loader
67043	Capital Equipment - IT/Copier/Communication Equipment	5 Years - Server, Printer, Storage Array, Computer, Computer Cluster, Copier, Switches, Router
67044	Capital Equipment - Music	15 Years - Piano, Organ
67045	Capital Equipment - Laboratory	10 Years - Microscope, Freezer, Centrifuge, Incubator, Glovebox, Fabrication PCR System
67046	Capital Equipment - Furniture&Fixtures/Stage Auditorium	15 Years - Desk, Modular Station, Conference Table, Portable Stage
67047	Capital Equipment - NJMVC Plated, Non-Plated/Vehicles and Boats	5 Years - State Gov Plated/Registered Vehicle such as Cars, SUV, Van, Truck, etc. Non Plated vehicles such as ATV, Club Car, Segway, Boats, Outboard Boat Motors, Racing Shell
67048	Capital Equipment - Trailers/Farm	10 Years - Utility Trailer, Boat Trailer, Livestock Trailer, Tractor, Mower
67049	Capital Equipment - Medical	10 Years - Dental Chair, X-Ray system, Mannequin, Imaging system
67050 (already exists)	Capital Software	5 Years - Purchase of software that can be capitalized. Software Purchased outright that is owned with no start and end date of use. Could be for Science, Security, Tracking, Space Scheduling

Please see more details about these accounts and their appropriate use on the [University Accounting’s website](#). The new accounts are categorized by equipment type so they can be easily identified and reported on and facilitate a more standard process for university wide reporting. The nine new capital purchase accounts are considered Operating Expenses under the parent code Capital Purchases.

Adherence to this new procedure will make our capital expenditure process more efficient, our financial information more accurate, and supports the accuracy of our Facilities and Administrative (F&A) calculations. In addition, once the new fixed asset system is fully in place, it will provide detailed reports on the assets purchased and will assist you in planning for replacement and equipment lifecycle expenses.

While the aforementioned accounts will be available for use on January 1, 2020, their use is not required until July 1, 2020. Accordingly, FY21 budgets, which include purchases of moveable equipment, must use the new accounts. The budget office will inform you when the accounts are active in Enterprise Planning and Budgeting Cloud Service (EPBCS).

A series of webinars will be offered in the coming months. If you have questions in the meantime, please send an email to capitalassets@finance.rutgers.edu. Please share this information with others in your area as appropriate.

Regards,

Ernie DiSandro, Interim University Controller
University Controller's Office

