

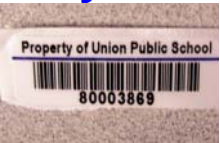


<p>Capital Assets</p> 	<p>All items \$2,500 and greater (<u>object 73x's</u>) except for CPUs, laptops, flat monitors, laser printers, and personal hand held computers (<u>object 748</u>).</p> <p>Tagged with sequentially numbered red lined tags from 20000000-59999999.</p> <p>Maintained in the Fixed Asset system on the AS400.</p>
<p>Serialized Equipment</p>  <div data-bbox="237 884 501 1262" style="border: 1px solid black; padding: 5px;"> <p>651: Appliances 652: Audiovisual 653: Technology Related Equipment 654: Furniture and Fixtures 655: Instruments 656: Machinery 657: Other Equipment</p> </div>	<p>Items with serial numbers less than \$2,500 (<u>object 651-653, 655-657</u>) that are considered to be high risk assets; such as TVs, vcrs, microwaves, digital cameras, boom boxes, CRT monitors, desk jet printers, projectors, all instruments under \$2,500, etc.</p> <p>Tagged with sequentially numbered green lined tags from 60000000-69999999.</p> <p>Maintained in a Microsoft Access or Sequel database by individual asset.</p>
<p>Inventory Only</p> 	<p>Items without serial numbers less than \$2,500, mainly used for furniture and fixture type assets (<u>object code 654</u>).</p> <p>Tagged with sequentially numbered blue lined tags from 80000000-99999999.</p> <p>Maintained in a Microsoft Access or Sequel database by total quantities only by type, i.e. desks, chairs, tables, filing cabinets, bookcases, etc.</p>

* Object 747 will no longer be used