

Capital Equipment Projects – Account Combinations

Effective March 1, 2004 the Controller's Office will change the 24 digit account combinations used for non-capitalized expenses on your capital equipment project accounts (i.e., 84000 - equipment less than \$1,500).

All expense account combinations will now include the same Functional Expense Category (FEC) as the one used for your department's operating account.

- Here's an example for a 24 digit account combination for a \$1,400 printer that you are going to charge to your department's operating account:

01 . 63100 . 84000 . 10 . 00000 . 00000

- Here's an example of the account number to use when purchasing the printer from your department's capital equipment project account:

01 . 63100 . 84000 . **10** . 84200 . 00000 (note that the
FEC = 10)

When an expenditure is for capital equipment (equipment greater than >\$1,500), please continue to use asset object code 16200 with a FEC of "00" in the account combination.

- Here's an example of the account number to use when purchasing capital equipment:

01 . 63100 . 16200 . 00 . 84200 . 00000

This change is intended to streamline the preparation of external financial statements and in addition, to eliminate the confusion that has arisen from using FEC "00" with expense object codes on capital equipment accounts.

Accounting will disable all expense account combinations for Project 84200 with a "00" FEC effective March 1, 2004. Accounting will also set up new account combinations, using your department's FEC. Please begin to use the new accounts for all purchases (including purchase requisitions and procurement card purchases) beginning on March 1st.