



Office of Property Management
Business and Financial Services
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Date: July 29, 2005

To: Business Officer listserv

From: Kim Judith Property Administrator

Subject: Change in method of entering funding for equipment purchases on Purchase Order (PO) Requisitions in Campus Information System (CIS), effective September 1, 2005.

In response to an external audit recommendation, we need to change the practice of entering and paying for equipment purchases to equipment object codes. This change will improve the accuracy and recording of Capital Equipment.

The change is that ALL PO Requisitions in CIS that include Capital Equipment purchases need to have funding input for each line. Funding input on the "header" will no longer be allowed for PO Requisitions that include equipment.

Invoices for equipment purchases need to tie to Financial Reporting System (FRS) transactions that post to Capital Equipment accounts and object codes.

Business Officers are asked to please convey this information to CIS users within their authority.

Explanation: "Header Funding" on a PO does not allow for an invoice to be designated for a particular fund, subcode or item. Payment is applied per the order of the accounts listed on the Header Funding part of the PO and the date of the receipt/input of invoices. Invoices for supplies might then be coded/paid to equipment funding and invoices for equipment paid to supply coding.

Also, when "Header Funding" is utilized on a PO that contains multiple items of equipment, the payment goes to the first funding listed and that may not be what was received or invoiced.

"Line Item Funding" allows for fund splits on equipment to be properly applied and exact amounts per invoicing to be posted for each piece of equipment appropriately.

Requisitions in CIS will be monitored by Property Management and documents that are not in compliance will be rejected.

Contact for questions: Kim Judith 491-1428

CAPITAL EQUIPMENT

Items that have an individual acquisition cost of greater than \$5000 or other threshold amounts as set by contract, agreement, or grant.

Have a useful life of more than a year – not expendable – not a part of a building.

(More detail available in BusFin FPI – Questions, call Property Management 491-2270 or 491 1428)

EQUIPMENT SUBCODES - note bold codes are fund specific – 88, 89 fund rule at bottom

- 8210 Equipment titled to CSU costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8250 Vehicles titled to CSU costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8420 Equipment conditionally titled costing \$5,000 or more if purchased with federal or sponsored funds, \$1,000 for specific 53 funds.
- 8440 Equipment federally titled costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8460 Equipment sponsor titled costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8920** Equipment titled to CSU costing \$5,000 or more purchased in a **7xxxxx-fund**.
- 8950** Vehicles titled to CSU costing \$5,000 or more purchased on a **7xxxxx fund**.
- 1821** Equipment titled to CSU costing \$5 000 or more purchased in a **21-fund** general ledger account. (Must have EAR prior approval from Cost Accounting).

EXPENDABLES SUBCODES-NON-CAP EQUIPMENT

- 3410 General supplies - items not meeting criteria for equipment
- 3450 Repair Parts - items could meet criteria for equipment but is replacing inoperable items of the same type.
- 3810 Computer hardware costing less than \$5,000 or less than \$1,000 for specific 53 funds. Computer software costing less than \$100,000.00
- 3600 Non-capital equipment (does not meet capitalization criteria).
- 8905** Equipment added to building purchased in **7xxxxx -fund**.
- 8935** Non-capital equipment purchased in **7xxxxx -fund** (does not meet capitalization criteria).

WORK IN PROCESS - Cannot be used with an equipment sub code.

88 and 89 funds are special funds set up to record purchases of supplies, materials and labor to build a piece of equipment. All items purchased for work in process must be coded to an expense sub code. (See those listed above).

53 FUNDS

Specific information on 53-funds can be viewed through RamPoint and accessing the Report Project Status page for the 53 fund. Threshold and title information is listed.

All funds that are included in a "split fund" purchase with a 53 fund have the same subcode as the 53 fund.

SPECIAL NOTES:

All CIS Requisitions that have a subcode with 8XXX have been reviewed by Property Management.

Paper Requisitions are not reviewed by Property Management.

**Entering Equipment Purchases in the Campus Information System (CIS)
Line Item Funding
September, 2005**

Single Account Funding

Enter the applicable quantity, unit of measure, description, unit price and funding for each line item.

Item #	Qty	UOM	Description	Unit Price	Extension	Subcd	User
1	1.00	EA	14230-110, VWR Freezer Upri	9408.2500	9408.2500	534742	8420
2	20.00	EA	25000-090 VWR Rack 20-Posi	100.1000	2002.0000	534742	8420
3	1.00	T	Refer to VWR Quote VBQ-19!				
					Total:	11410.2500	

Multiple Account Funding

Line 1 - enter your equipment purchase as:

Unit of Measure T (text)
 Description Fully describe your equipment purchase on line 1.

Use as many lines as necessary within the Enter Desc field.

The Requisition Description popup box is 10 lines of 40 characters each.

Lines 2 → - enter your funding as:

Quantity 1
 Unit of Measure LOT
 Description Split Funding
 Unit Price, Acct & Subcode

Enter the applicable account, subcode and the amount to be charged to this account/subcode.

CAMPUS INFORMATION SYSTEM

Action Edit Query Block Record Field Help Window

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REQ Line Funding View

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Doc #: 045729 Vendor Name: FISHER SCIENTIFIC CO

Document Detail

Item #	Qty	UOM	Description	Unit Price	Extension	Subcd	User
1		T	Cat.# 11400	Enter Desc			
2	1.00	LOT	Split Funding	7995.0000	7995.0000	167790	8420 Biolo
3	1.00	LOT	Split Funding	1000.0000	1000.0000	533087	8420 Redd
4	1.00	LOT	Split Funding	500.0000	500.0000	533134	8420 Mykl
Total:					27495.0000		

Requisition Description

Requisition Description

Cat.# 11400

SMART CYCLER STARTER SYSTEM

Shortcut Keys:

- Shift F5 - duplicates the field above your cursor
- Shift F6 - duplicates the line above your cursor