

Account codes for Equipment Use Fees

Fund 163

PS ACCOUNT DESCRIPTION

731300 Audio/Visual Equipment
731800 Attractive Audio/Visual Equipment under \$1,000
731900 Attractive Lab Equipment under \$1,000
734200 Computer Software
734250 Computer Software Tech
734800 Attract-Computer Equipment (NOT CAP)
734900 Attract – Computer Peripheral <1,000
739700 Attract – Small Handtools <1,000
739800 Attract – Musical Equipment <1,000
742100 Repairs and Maintenance – Furniture and Equipment
742200 Maintenance Contracts – Equipment
742400 Repairs and Maintenance –Computer/Electronics
781100 Equipment – General
782400 Computer Software – General

We will be adding 792200 Rentals – Equipment to the approved list.

Explanation of Account Usage:

731300 – Audio/Visual Equipment

This G/L account code represents the purchase of certain audio visual equipment.

731800 – Attract – Audio/Visual Equipment <1,000

This G/L account code represents the purchase of audio visual equipment, <1,000.

Examples are audio visual equipment, camera video equipment, digital camera camcorder, DVD players recorders, presentation equipment, and camera supplies that are <1,000.

731900 – Attract – Lab Equip <1,000

This G/L account code represents the purchase of laboratory equipment, <1,000.

Examples are lab scientific equipment, refrigerator freezers, microfilm equipment, and lab fume hoods <1,000.

734200 – Computer Software

Purchase of software including site and recurring licenses below \$1,000 use in data collection, specific instructional software only

734250 – Computer Software Technical

Purchase of software including site and recurring licenses greater than \$1,000 used for data collection, specific instructional software only

734800 – Attract-Computer Equipment (NOT CAP)

Purchase of computer equipment that is <1,000. Examples: computer monitor, computer PDA, computers, printer copier.

734900 – Attract – Computer Peripheral <1,000

Purchase of computer peripherals that are <1,000. That is a piece of computer hardware that is added to a host computer, i.e. any hardware except the computer, in order to expand its abilities. Typical examples include zip drive, cd-rom drive, or internal modem.

739700 – Attract – Small Handtools <1,000

Represents the cost of purchasing small hand tools <1,000. Examples: compressors,

garden tools, mowers, sprayers, hammers, screwdrivers.

739800 – Attract – Musical Equipment <1,000

This G/L account code is to be used for the purchase of musical supplies and equipment <1,000.

Repairs and Maintenance (740000 – 749999)

742100 – Repairs and Maintenance – Furniture and Equipment

This G/L account should be charged with the general repairs and maintenance of furniture, furnishings, and equipment. This also includes lab centrifuge maintenance and lab equipment maintenance.

742200 – Maintenance Contracts – Equipment

This G/L account should be charged with the cost of general repairs and maintenance of office machines and equipment as well as the cost of maintenance contracts. Examples: copier/fax/printer maintenance, equipment maintenance repair and telecom equipment maintenance.

742400 – Repairs and Maintenance – Computer/Electronics

This G/L account should be charged with the cost of general repairs and maintenance of computers and support contracts. Examples: repair and maintenance fees for computer equipment and electronics.

781100 – Equipment – General

This G/L account should be charged for the purchases of general equipment that is greater than \$1,000 and its normal expected life is one year or greater.

Examples: Air cleaning equipment, alarm systems, anaerobic chamber, animal cage racks, autoclave and sterilizer, automated attendant system, autopsy equipment, biosafety cabinet, boiler pressure vessel, chillers cold water, chromatography equipment, cleaning equipment, clocks, compound microscope, compressed gas cabinet, cryogenic freezer, data logger weather instrument, defibrillator or AED, digital duplicate scanner, digital mobile network, distance learning system, DSL equipment, electric motors, electrical testing equipment, entomology equipment, environment growth chamber, fire fighting equipment, firearms and guns, fishing and aquatic equipment, flam storage refrigerator/freezer, fluorescent microscope, food service equipment, furniture dental, furniture lab, furniture outdoor, GPS and receivers, greenhouse equipment, histology equipment, recreational equipment, refrigerator/freezer, reverse osmosis equipment, scuba equipment, security access system, security cameras, animal lab equipment, electron microscope, flow measuring equipment, heat measuring equipment, lab balance or scale, lab centrifuge or rotor, lab DNA sequencing equipment, lab gel doc imaging equipment, lab heating/drying equipment, lab incubators, lab microplate washers, lab or vacuum pumps, lab oven or furnace, lab scientific equipment, lab shaker equipment, lab thermal cycler, lab water bath shaker, lab water DI systems, telescope binocular, ultraviolet UV lamp, dental chairs, dental equipment, dental instruments, dental x-ray equipment, hearing test equipment, medical equipment, medical exam lights, medical imaging equipment, ophthalmic eye equipment, radiology x-ray equipment, call management system, IP phone equipment, mobile messaging platform, network content switch, network gateway, network routers, network security equipment, network service equipment, network switches, phone testing equipment, and voice mail system, audio visual equipment, broadcast equipment, digital camera, camcorders, photo/video equipment, teleconference equipment, TV/Radio equipment, video conference equipment, video networking equipment, copiers, software business suite, software CAD, software database, software development, software ERP, software facilities management, software information exchange, software instant message, software library management, software medical/scientific, software networking, software operating system, software security management, computer mainframe, computer monitor, computer notebook, computer or server, computer tablet, files/filing cabinets, computer furniture, conference

furniture, table, credenza furniture, desk, library furniture, panel system furniture, seating, and workstation, and agricultural farm equipment, agricultural tractors, all terrain vehicle, car, truck, van, golf carts, light truck, suv, moped scooter segway, plane, helicopter, police vehicles, trailers, trucks, 15 passenger vans, vehicle servicing equipment, watercraft, boat. Special note: it is the intent of the University to purchase vehicles with the highest fuel efficiency and therefore lowest greenhouse gas emissions. A list of pre-approved recommended vehicles by vehicle type and class is found at www.purchasing.ufl.edu/approved_vehicles.pdf to assist departments with choosing a vehicle for purchase. Also keep in mind that the purchase of hybrid and alternative fuel vehicles should be done whenever possible.

782400 – Computer Software – General

This GL account is used to purchase specialized software that costs over \$1,000 per user or license. (This does not include Microsoft Office products such as Word or Excel where there are multiple users using the same software.) It must not have a time limited license