January 20, 2000

FISCAL MEMORANDUM 00-10

TO: Administration
    Information and Technology Exchange Center
    Divisions/Centers

SUBJECT: Computer Inventory Purchases

Due to the decrease in the cost of monitors and the inventory value limit of $250 on monitors purchased, the decision was made to capitalize the monitor as part of the computer system rather than breaking out that value and inventorizing it separately as we have done in the past. This will be effective for this fiscal year beginning September 1, 1999 and will be applicable for all accounts. The Business Office is in the process of reviewing vouchers for that time period with computer and monitor purchases and will make corrections accordingly. Copies will be sent to the departments or divisions involved.

The following procedures have been established for computer and monitor purchases.

1. Analyze the invoice to be sure the value of the monitor is separate from the CPU. If not, call the vendor for the value of the monitor. This must be known for maintenance purposes.

2. Call the Property Manager for an asset number for the computer system and a maintenance number for the monitor if the value is $250.00 to $999.99.

3. Write the asset number for the computer system on the CPU only, do not write it on the monitor. If you were assigned a maintenance number write that number on the back of the monitor somewhere near the serial number.
4. Complete Form 8362 for each computer system with the total value of the system including the monitor. Complete the monitor information section under the value boxes. Include the maintenance number assigned, model number, serial number, and description. Attach Form 8362 to the voucher.

The above steps should cover most purchases. However, if there are exceptions please discuss these issues with the Property Manager at the time numbers are assigned. Should you have any questions please call Glenda Evans at 845-1716.

Don Bugh
Executive Associate Director