Is This a Fixed Asset Purchase?

Are items being purchased used in University operations with a life of more than one year and in one of the following categories?
1. Land
2. Buildings

Yes
This IS a Fixed Asset

No

Are items being purchased used in University operations with a life of more than one year and considered to be part of a renovation costing $50,000 or more that will extend the life of an existing asset?

Yes
This IS a Fixed Asset

No

Is any unit item being purchased used in University operations with a life of more than one year and in one of the following categories?
1. Furniture & Office Equipment
2. Computer Equipment & Software
3. Education, Research and Scientific Equipment
4. Other Equipment (Athletic, Telecommunications, Audio/Visual, Maintenance equipment, etc.)
5. Motor Vehicles

Yes
This IS a Fixed Asset

No

Do any of the items being purchased cost $5,000 or more (including freight, shipping & handling and installation fees)?

Yes
This IS a Fixed Asset

No

Are two or more items being purchased that cost less than $5,000 each but will be joined together to create one asset with a total combined cost of $5,000 or more (including freight, shipping & handling and installation fees)?

Yes
This IS a Fixed Asset

No

Are one or more items being purchased that cost less than $5,000 each but will be joined with another item that cost $5,000 or more (including freight, shipping & handling and installation fees) to create one asset?

Yes
This IS a Fixed Asset

No

Are one or more items being purchased that will permanently be added to, attached to, or installed into either an existing asset or items on another requisition for a combined total of $5,000 or more?

Yes
This IS a Fixed Asset

No

This is NOT a Fixed Asset