

Guidelines for Approval of eShop Orders

Information Technology Services

Follow these guidelines for quick and efficient approval of eShop orders through the ITS department:

When creating orders:

Individual items over \$5000 must be coded as a Capital Equipment purchase. GL Account codes 553500 through 553509 are to be used for individual items over \$5000. Capital equipment will be assigned an asset tag after delivery.

Items should be assigned the GL Account code that most accurately describes the item. If the product is part of a package, then the package must be placed under the GL Account code that most accurately describes the highest dollar amount item in the package.

Example - Dell computer Package (One Item in eShop) – Contains – Tower, keyboard, mouse, power cord and display port adapter. This would be under GL Account code 531955 – Personal Computer under \$5000 because the Tower is the highest dollar amount item in the package.

Example – A Tablet was purchased with a keyboard, stylus and case. All of these are not purchased as a group. The Tablet would be under GL Account code 531955, but the keyboard, stylus and case would be under GL Account code 531951 because the accessories do not enhance the performance of the machine.

Most common GL Account codes used for technology purchases:

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| 521800 | Dues/Subscriptions/Fees:
Institutional dues, subscriptions, memberships, license fees, and royalties. |
| 521900 | Conference Expense:
Registration fees for conferences and meetings. Costs do not include food, travel, facilities, and contractual services. |
| 523401 | Software License Fees:
Software license fees including rental fees of software. This GL is used for fees not directly associated with the purchase of the software itself. |
| 523402 | Software Maintenance Due: |

Software maintenance fees associated with corrections, enhancements, and upgrades of software. Not used with purchasing of new software packages.

- 531900 Computing Supplies:
Supplies related to the computer's operation such as toner and ink, cables and CDs. This can also include RAM, hard drives and other accessories related to updating or fixing of a computer.
- 531950 PC Printer Under \$5000:
Personal Computer Printers purchase under \$5000
- 531951 PC Accessories <\$5000:
Accessories purchased for a PC or tablet which do not enhance the performance of the machine. (examples – Keyboard, mouse & monitor)
- 531952 PC Computing Software:
Personal Computer software packages for personal computers. Not usually associated with software site licenses.
- 531955 Computing Supplies PC< \$5000:
Personal computer (Tablets, Laptops, Desktops) purchases under \$5000.
- 553500 Capital Equipment – Computing:
Mainframe and personal computer equipment and related accessories.
- 553504 Capital Laser Printers – Desktop:
Laser printers used for personal computer printers.
- 553508 Capital Equipment – Computers:
Computer equipment over \$5,000.

History

Created - February 18, 2016