



MEMORANDUM

DATE: January 11, 2021

TO: Principals, Department Heads, Bookkeepers and Inventory Contacts

FROM: Debra Muller, Chief Financial Officer, Financial Services

SUBJECT: **Tangible Personal Property (TPP) Thresholds – CHANGES EFFECTIVE IMMEDIATELY**

The Volusia County Schools threshold for Tangible Personal Property is increased from \$1,000 to \$5,000 effective immediately.

This memo addresses the following requirements regarding TPP:

1. Technology Purchasing Process, and
2. Threshold for TPP purchases, and
3. How TPP purchases are coded, and
4. Allowable methods of payment for TPP purchases

1. **Technology Purchasing Process**

- a. Technology-related purchases (**regardless of cost or funding source**) must be approved IN ADVANCE by Information Technology Services (ITS). *
- b. Submit Purchase requests online via the [TECHNOLOGY HARDWARE REQUEST FORM \(REQUIRED\)](#).
- c. If approved, the school or department is authorized to enter the requisition according to established purchasing procedures applicable to funding source.
- d. Technology purchased through this process may be eligible for ITS support.**

*: For Federal Programs & Grants technology-related purchases, please contact the Title I Budget Analyst ext. 23514.

2. **: Support includes basic software troubleshooting but does NOT include replacing hardware components or device refresh considerations.

Threshold for TPP purchases:

- a. TPP items costing \$5,000.00 or more are considered CAPITALIZED assets.
 1. Capitalized Object codes should be used for purchases when a per item cost is:
 - \$5,000.00 or more; and
 - Is non-consumable; and
 - Has a life expectancy of one (1) year or more.

(NOTE: Cost of the item includes invoice price plus freight and installation less discounts, if applicable).

b. **TPP Items costing less than \$5,000.00** are considered **NON-CAPITALIZED** items.

1. **Criteria for tracked Non-Capitalized Assets are:**

- Digital Devices (Including: Computers, Tablets and iPads): **Regardless of cost.**
- Audio Visual Equipment: \$500.00 - \$4999.99 (Including: TVs, projectors, cameras, sound systems, etc.)
- Musical Instruments: \$500.00 - \$4999.99
- Computer Peripherals: \$500.00 – \$4999.99 (Including: Monitors, Printers, Scanners, etc.)

(**NOTE:** Cost of the item includes invoice price plus freight and installation less discounts, if applicable).

3. **How TPP purchases are coded**

Object codes are used to classify TPP. These codes are essential for the accurate accounting of all assets in the district. See Appendix A for TPP examples.

a. **Capitalized TPP Asset Purchases**

Account Code	Description
5621	Capitalized Audio/Visual Material
5641	Capitalized Furniture, Fixtures and Equipment
5643	Capitalized Computer Hardware and Technology-Related Infrastructure
5648	Capitalized Technology-Related Furniture, Fixtures and Equipment

b. **Non-Capitalized TPP Asset Purchases**

- i. **Any purchase meeting the tracked Non-Capitalized asset criteria must be reported to the Inventory Office** (*Refer to Section 2.a.1*).

Object Code	Description
5622	Non-Capitalized Audio/Visual Material
5642	Non-Capitalized Furniture, Fixtures and Equipment
5644	Non-Capitalized Computer Hardware
5649	Non-Capitalized Technology-Related Furniture, Fixtures and Equipment

The district is still in the process of implementing software in conjunction with the new Enterprise Resource Planning (business) System to assist in tracking assets. Additional information will be forthcoming as we work through the implementation process.

4. **Allowable Methods of Payment for TPP Purchases**

- a. Capitalized and Non-Capitalized tracked TPP Items - A County Purchase Order or Internal Account Purchase Order MUST be used. **DO NOT use a PCARD.**
- b. Any TPP items being purchased through *Amazon, Office Depot*, etc. will be restricted, and require prior approval from the Purchasing Department.
- c. Furniture (Including: Cafeteria, Classroom, Office, etc.): **Regardless of cost DO NOT use a PCARD. (Exceptions may be allowed ONLY w/prior Purchasing Department approval)**

For questions related to allowable payment methods or approvals, please e-mail the Purchasing Department:: Purchasing@volusia.k12.fl.us

If you have any questions, please contact the Inventory Office, Kimberly Cruz, x-20382.

Purchasing questions should be sent to Purchasing@volusia.k12.fl.us

Appendix A

Capitalized Assets Object Codes for Items Greater Than \$5,000:

5621 – Capitalized Audio/Visual >=\$5,000

Audio/Visual supplies, such as globes, maps, charts, exhibits, etc.

5641 – Capitalized Furniture, Fixtures and Equipment >=\$5,000

Non-Technology Related Items such as chairs, desks, tools, machinery, appliances, musical instruments etc.

5643 – Capitalized – Computer Hardware and Technology-Related Infrastructure >=\$5,000

Computer hardware such as computers, monitoring appliance, network switches, routers, docking stations, iPad, monitors, security systems etc.

5648 – Capitalized Technology – Related Furniture, Fixtures, and Equipment >=\$5,000

Furniture, Fixtures and Equipment purchases related to Technology, such as SMART desks, charging carts/cabinets, multimedia tables, STEM lab furniture, projectors, televisions etc.

Non-Capitalized Item Object Codes for Items Less Than \$5,000:

5622 – Non-Capitalized Audio/Visual <\$5,000

Audio/Visual supplies, such as globes, maps, charts, exhibits, etc.

5642 – Non-Capitalized Furniture, Fixtures and Equipment <\$5,000

Non-Technology Related Items such as chairs, desks, tools, machinery, appliances, musical instruments etc.

5644 – Non-Capitalized Computer Hardware <\$5,000



Computer hardware such as computers, monitoring appliance, network switches, routers, docking stations, iPad, monitors, security systems etc.

5649 – Non-Capitalized Technology – Related Furniture, Fixtures, and Equipment <\$5,000

Furniture, Fixtures and Equipment purchases related to Technology, such as SMART desks, charging carts/cabinets, multimedia tables, STEM lab furniture, projectors, televisions etc.



MEMORANDUM

DATE: August 3, 2023

TO: Principals, Department Heads, Bookkeepers, and Inventory Contacts

FROM: Todd Seis, Chief Financial Officer, Financial Services

SUBJECT: **Attractive Inventory Items – Changes for the 2023-24 School Year**

Starting in the 2023-24 school year, any item that does not meet the capitalized threshold or is not considered to be an attractive item will be inactivated in the FOCUS property records management system.

In the context of property inventory management, an "attractive" inventory item refers to a certain type of tangible personal property (TPP) that, while not necessarily high in monetary value, may be particularly prone to theft or misuse due to its nature.

An attractive item is typically characterized by a combination of factors: they have a cost lower than the capitalization threshold (less than \$5,000), are easily portable or desirable, and may require special attention to ensure legal compliance, protect public safety, or to compensate for a heightened risk of theft. Examples are laptops, portable devices, vehicles, and certain grant-related purchases.

When accounting for either a capitalized or attractive item please include the invoice price "plus" freight and installation "less" discounts, if applicable.

Please use the following accounts for Capitalized items (\$5,000 or greater, is non-consumable, and has a life expectancy of one (1) or more years:

Account Code	Description
5621	Capitalized Audio/Visual Material
5641	Capitalized Furniture, Fixtures and Equipment
5643	Capitalized Computer Hardware and Technology-Related Infrastructure
5645	Direct Purchase Capital Equipment (for Facilities use only)
5648	Capitalized Technology-Related Furniture, Fixtures and Equipment
5651	Buses (used regardless of cost)
5652	Other Motor Vehicles (used regardless of cost)

Please use the following accounts for Attractive items (Less than \$5,000):

Object Code	Description
5622	Non-Capitalized Audio/Visual Material
5642	Non-Capitalized Furniture, Fixtures and Equipment
5644	Non-Capitalized Computer Hardware
5649	Non-Capitalized Technology-Related Furniture, Fixtures and Equipment
5651	Buses (used regardless of cost)
5652	Other Motor Vehicles (used regardless of cost)
