Table 1: Asset Classifications, Categories, and Sub-Categories

ASSET CLASSIFICATION	ASSET CATEGORY	ASSET SUB-CATEGORY	ASSET DEPRECIABLE FLAG[1]	ASSET USEFUL LIFE	ASSET RESIDUAL VALUE
Land and Land Improvements	Land	Land - Improved	N	NA	NA
		Land - Unimproved	N	NA	NA
	Land Improvements	Athletic Fields and Recreation Areas	Y	12	0%
		Fencing and Gates	Y	25	0%
		Irrigation Systems	Y	15	0%
		Landscaping	Y	10	0%
		Parking Lots, Driveways, Parking Barriers	Y	20	0%
		Paths and Trails	Y	12	0%
		Plazas and Pavilions	Y	45	0%
		Retaining Walls	Y	20	0%
		Tennis Courts	Y	22	0%
Construction in Progress	Construction-in-Progress	Construction-in-Progress	N	NA	NA
Buildings and Building Improvements	Buildings	Building	Y	50	5%
		Building Addition	Y	50[3]	5%
	Building Systems Improvements	Attached Structures, Canopies, Coverings	Y	22[3]	5%
		Ceiling, Floor, & Wall Coverings	Y	15[3]	5%
		Electrical Systems	Y	20[3]	5%
		Elevators	Y	20[3]	5%
		Energy Management Systems	Y	10[3]	5%
		Exterior Renovations – Siding, Masonry, Windows, etc.	Y	20[3]	5%
		Fiber Optic Cabling	Y	10[3]	5%
		Heating, Ventilation, and Air Conditioning Systems	Y	15[3]	5%
		Interior Renovations – Casings, Baseboards, Doors, Fixtures, etc.	Y	15[3]	5%
		Lighting Systems	Y	20[3]	5%
		Lockers – Built-in	Y	15[3]	5%

Table 1: Asset Classifications, Categories, and Sub-Categories

ASSET CLASSIFICATION	ASSET CATEGORY	ASSET SUB-CATEGORY	ASSET DEPRECIABLE FLAG[1]	ASSET USEFUL LIFE	ASSET RESIDUAL VALUE
		Plumbing Systems	Y	20[3]	5%
		Roofing System	Y	10[3]	5%
		Security, Fire, Alarm, Public Address Systems	Y	10[3]	5%
		Structural Changes/Reinforcements	Y	50[3]	5%
	Portable Buildings	Portable Building - Classroom	Y	15	5%
		Portable Building - Other	Y	10	5%
Infrastructure	Infrastructure, Depreciable	Bridges	Y	35	0%
		Electric, Water, and Gas Distribution Lines	Y	25	0%
		Fiber Optic and Telephone Distribution Systems	Y	20	0%
		Lighting Systems, Traffic, Outdoor, Street	Y	15	0%
		Roads, Streets, Curbs	Y	20	0%
		Sidewalks	Y	16	0%
		Signage	Y	10	0%
Furniture and Equipment	Equipment – Audio/Visual	Cameras	N	7	0%
		Sound Systems and Other Audio Equipment	N	7	0%
		Video Equipment	N	7	0%
	Equipment – Business Machines	Copying Equipment	N	7	0%
		Mail Room Equipment	N	7	0%
		Office Machines	N	7	0%
		Time Clocks	N	7	0%
	Equipment - Communications	Radio Equipment	N	7	0%
		Telephone Equipment	N	10	0%
	Equipment - Instructional	Assistive Devices	N	5	0%
		Athletics and Fitness Equipment	N	7	0%
		Math/Science Lab Equipment	N	5	0%
		Musical Instruments	N	5	0%

Table 1: Asset Classifications, Categories, and Sub-Categories

ASSET CLASSIFICATION	ASSET CATEGORY	ASSET SUB-CATEGORY	ASSET DEPRECIABLE FLAG[1]	ASSET USEFUL LIFE	ASSET RESIDUAL VALUE
		Other Instructional Equipment	N	7	0%
		Vocational Equipment	N	7	0%
	Equipment - Kitchen	Kitchen Appliances and Equipment	N	7	0%
		Walk-in Coolers/Freezers	Y	15	0%
	Equipment – Maintenance	Custodial Equipment	N	7	0%
		Grounds Equipment	N	7	0%
		Laundry Equipment	N	7	0%
		Maintenance Equipment	N	15	0%
		Shop Tools	N	7	0%
		Vehicle/Fleet Maintenance Equipment	N	7	0%
	Equipment - Medical	Medical Equipment	N	5	0%
	Equipment – Security	Building Safety Equipment	N	7	0%
		Security, Cameras, Card Access Systems	N	7	0%
		Weapons	N	10	0%
	Equipment – Technology	Computers - Desktop	N	4	0%
		Computers - Laptop	N	4	0%
		Monitors	N	4	0%
		Network Hardware	N	6	0%
		Other Instructional Technology Equipment	N	4	0%
		Other Technology Equipment	N	4	0%
		Printers	N	7	0%
		Scanners and Fax Machines	N	3	0%
		Smartphones, Tablets and Other Hand-Held Devices	N	3	0%
	Furniture	Furniture	N	10	0%
Vehicles	Vehicles	Automobiles	Y	5	5%
		Buses	Y	10	5%

Table 1: Asset Classifications, Categories, and Sub-Categories

ASSET CLASSIFICATION	ASSET CATEGORY	ASSET SUB-CATEGORY	ASSET DEPRECIABLE FLAG[1]	ASSET USEFUL LIFE	ASSET RESIDUAL VALUE
		Tractors	Y	10	5%
		Trailers and Towable Equipment	Y	10	5%
		Trucks, Light-duty (GVWR 0-14000 lbs.)	Y	5	5%
		Trucks, Medium-duty (GVWR 14001-26000 lbs.)	Y	5	5%
		Trucks, Heavy-duty (GVWR 26001 lbs. and up)	Y	10	5%
		Trucks, Special Purpose	Y	10	5%
		Utility Vehicles, Off--Road	Y	7	5%
		Vans, Cargo and Passenger	Y	7	5%
Capital Leases	Capital Leases - Buildings[2]	Capital Leases – Buildings and Improvements	Y	22	5%
	Capital Leases - Equipment[2]	Capital Leases - Equipment	N	Equipment	0%
	Capital Leases - Vehicles[2]	Capital Leases - Vehicles	Y	Vehicles	5%
Works of Art / Historical Treasures	Works of Art / Historical Treasures	Works of Art	N	NA	NA
		Historical Treasures	N	NA	NA
Intangible Assets	Computer Software	Computer Software	N	5	0%
	Easements	Easements – Permanent Life	N	NA	0%
		Easements – Term Life	Y	10	0%

[1] Only assets with a unit cost equal to or exceeding the capitalization threshold will be depreciated. Threshold amounts are shown in Appendix B. The depreciation flag shown is the default value for the sub-category. This flag should be reviewed for individual assets and changed, as indicated based on the unit cost. Some categories of assets, while under the threshold amount for classification, are included in the asset management module as a "controlled asset". These asset categories are listed in Appendix C. If the asset is listed in Appendix C and meets the capitalization threshold, it should be flagged as both capitalized and controlled.

[2] Utilize threshold amount for appropriate asset classification.

[3] As each building component is replaced; it is separately depreciated based on its individual useful life. For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project that increases the value and/or useful life of the building and meets the capitalization threshold. A replacement may also be capitalized if the new item or part is of significantly improved quality and higher value compared to the old item or part. Replacement or restoration of an item to its original utility level is not capitalized. Determinations must be made on a case-by-case basis.

Table 2: Asset Classification Threshold Amounts

Only assets with a unit cost equal to or exceeding the capitalization threshold will be capitalized and depreciated. Assets meeting the capitalization threshold will be reported in the Capital Asset section of the annual financial report. Threshold amounts are shown below.

ASSET CLASSIFICATION	THRESHOLD
TANGIBLE ASSETS	
Land and Land Improvements	$ 0
Construction in Progress	$ 0
Buildings and Building Improvements	$ 100,000
Portable Buildings	$ 5,000
Infrastructure, Depreciable	$ 500,000
Furniture and Equipment	$ 5,000
Vehicles	$ 5,000
Capital Leases	Various[2]
Works of Art / Historical Treasures	$ 0

INTANGIBLE ASSETS	
Computer Software	$ 0
Easements – Permanent Life	$ 0
Easements – Term Life	$ 100,000

Table 3: Controlled Asset Categories

While all equipment and vehicles, with a unit cost of $5000 or more, are capitalized and recorded as fixed assets, the District requires certain categories of equipment and vehicles, with a unit cost less than $5000, to be controlled through the Asset Management System. The chart below indicates categories of equipment which must be controlled through the system. The list while extensive is not exhaustive and is meant to provide examples of controlled items for each asset sub-category. Items purchased through federal grants may have additional rules for tracking and controlling purchased items. Controlled assets are not reported in the Capital Assets section of the annual financial report unless they meet the capitalization threshold.

ASSET CATEGORIES	ASSET SUB-CATEGORIES	ASSET DESCRIPTIONS
Equipment – Audio/Visual	Cameras	All: Digital Cameras, DSLR Cameras, Portable/Handheld Camera Equipment, SLR Cameras
	Sound Systems and Other Audio Equipment	Unit cost Between $100-$5000: CD Players/Recorders, Digital Turntables, Electronic Recording Devices, Handheld/Portable Radios, Phonographs/Record Players, Portable Audio/AV Receivers, Portable Sound Systems, Radio Receivers and Transmitters, Sound Recorders
	Video Equipment	Unit cost Between $100-$5000: Blue-Ray Players/Recorders, Camcorders, DVD Players/Recorders, Television & DVD/VCR Combinations, Televisions, Video Cassette
Equipment – Business Machines	Copying Equipment	Unit Cost Between $500-$5000: Ditto Machines, Duplicating Machines, Enlargers, Laminators, Mimeograph Machines, Photocopiers, Photoengravers, Presses, Stereoscopes
	Mail Room Equipment	Unit Cost Between $500-$5000: Folder, Inserter, Labeler, Scale, Sorter
	Office Machines	Unit Cost Between $500-$5000: Calculators, Cash Registers, Check Handling Machines, Coin Handling Machines, Microfilm/Microfiche Machines, Postal Meters
	Time Clocks	All: Electronic/Biometric Time Clocks
Equipment - Communications	Radio Equipment	Unit Cost Between $500-$5000: Radio Equipment, Bay Stations
	Telephone Systems	Unit Cost Between $500-$5000: Phone Equipment
Equipment - Instructional	Assistive Devices	Unit Cost Between $500-$5000: Assistive Devices
	Athletics and Fitness Equipment	Unit Cost Between $500-$5000: Athletics Equipment, Physical Education Equipment, Weight Room Equipment
	Musical Instruments	All: Musical Instruments (except elementary sets)
	Math/Science Equipment	All: Graphing Calculators, Scientific Calculators Unit Cost Between $500-$5000: Science Lab Equipment including Microscopes
	Other Instructional Equipment	Unit Cost Between $500-$5000: Art/Theatre Equipment, Other Instructional (no theatre sets)
	Vocational Equipment	Unit Cost Between $500-$5000: Vocational Equipment All: CATE, GWAMA, GWAHCA

Appendix E: TEAMS Asset Management System

Table 3: Controlled Asset Categories

ASSET CATEGORIES	ASSET SUB-CATEGORIES	ASSET DESCRIPTIONS
Equipment - Kitchen	Kitchen Appliances and Equipment	Unit Cost Between $500-$5000: Coffee Machines/Urns, Cooking Ranges/Stoves, Dishwashing Machines, Freezers, Mixers, Ovens, Slicers,
Equipment – Maintenance & Operations	Custodial Equipment	Unit Cost Between $500-$5000: Buffers, Fans, Scrubbing Machines, Vacuum Cleaners, Water Coolers, Waxing Machines
	Grounds Equipment	Unit Cost Between $500-$5000: Power Operated: Mowers, Pruners, Sprayers, Spreaders, Trimmers
	Laundry Equipment	Unit Cost Between $500-$5000: Clothes Dryers, Washing Machines
	Maintenance Equipment	Unit Cost Between $500-$5000: Compressors/Generators; Stationary Equipment: Drills, Grinders, Joiners, Lathes, Metal Working Machinery, Planers, Saws, Shapers, Woodworking
	Shop Tools	Unit Cost Between $500-$5000: Power Driven/Electric Hand Tools; Sets: Chisels, Dies, Hand Tools, Socket Wrenches; Welding Apparatus
	Vehicle/Fleet Maintenance Equipment	Unit Cost Between $500-$5000: Automobile Lifts, Battery Chargers, Brake Machines, Electric Fuel Dispensing Pumps, Hydraulic Jacks, Motor Analyzers, Tire Spreaders/Stacks, Wheel Straightening Apparatus, etc.
Equipment - Medical	Medical Equipment	All: Defibrillator Kits Unit Cost Between $500-$5000
Equipment – Security	Building Safety Equipment	Unit Cost Between $500-$5000: Fire Extinguishers, Fire Alarms
	Security Systems	Unit Cost Between $500-$5000: Card Readers, Security Cameras
	Weapons	All: Hand Guns, Rifles, Shotguns
Equipment – Technology	Computers - Desktop	All: Computers - Desktop
	Computers - Laptop	All: Computers – Laptop
	Monitors	Unit Cost Between $500-$5000
	Network Hardware	All: Access Points, Controllers, Hubs, Routers, Servers, Switches
	Other Instructional Technology Equipment	Unit Cost Between $500-$5000: Data Projectors, Document Cameras, Interactive Whiteboards
	Other Technology Equipment	Unit Cost Between $500-$5000: External Modems, Optical Disks, Tape Drives, Uninterruptible Power Supply
	Printers	All: Laser Printers, Thermal Printers
	Scanners and Fax Machines	Unit Cost Between $500-$5000: Barcode Scanner, Image Scanner, Facsimile Machine
	Smartphones, Tablets & Other Hand-Held Devices	All: iPads, iPhones, iPods, Smart Phones, Tablets & Other Mobile Computer Tablets

Table 3: Controlled Asset Categories

ASSET CATEGORIES	ASSET SUB-CATEGORIES	ASSET DESCRIPTIONS
Furniture	Furniture	None
Vehicles	Automobiles	Unit Cost Between $500-$5000
	Buses	Unit Cost Between $500-$5000
	Tractors	Unit Cost Between $500-$5000
	Trailers and Towable Equipment	Unit Cost Between $500-$5000
	Trucks, Light-duty (GVWR 0-14000 lbs.)	Unit Cost Between $500-$5000
	Trucks, Medium-duty (GVWR 14001-26000 lbs.)	Unit Cost Between $500-$5000
	Trucks, Heavy-duty (GVWR 26001 lbs. and up)	Unit Cost Between $500-$5000
	Trucks, Special Purpose	Unit Cost Between $500-$5000
	Utility Vehicles, Off--Road	Unit Cost Between $500-$5000: Forklifts, Golf Carts, Pallet Trucks
	Vans, Cargo and Passenger	Unit Cost Between $500-$5000

Table 4: Asset Acquisition Methods

ACQUISITION METHOD	DESCRIPTION
Constructed Property	Capital assets that were under construction (construction-in-progress) but have now been completed.
Gifts or Donations	Items acquired through gift or donation given by an individual or entity external to the District. This includes (1) items purchased by a contractor that remain on site at the end of a contract/project and the contractor donates the assets to the District or (2) items/property awarded to the District by a court. When using this acquisition method, the appraisal method used to determine the value of the asset must be provided.
Debt Financed Instruments	Items purchased through a capital lease, operating lease, revenue bonds, general obligation bonds, or line-of-credit.
Purchased – Local Funds	Items purchased with local funds.
Purchased – Federal Grants	Items purchased with federal entitlements, grants, and/or other federal sources.
Purchased – State Grants	Items purchased with state grant funds.
Purchased – Private/Foundation Grants	Items purchased with private or foundation grants or donations.
Transfers from Other Governmental Entities	Assets transferred from a state agency, county, city, college, university, or other school district.

Table 5: Asset Disposal Methods

DISPOSAL METHOD	DESCRIPTION
Construction-in-Progress Completed	Construction-in-progress that has been substantially completed and placed into service.
Disposal of Real Property	Land, buildings, infrastructure, facilities, and/or other improvements (1) sold or donated to an entity external to the District or (2) demolition of buildings, infrastructure, facilities, and/or other improvements.
Donation	Property donated to other governmental agencies as allowed under state law.
Missing	Property missing for two years or more and reported as missing but it is uncertain if the property was stolen. The results of an investigation determined there was no employee negligence.
Missing – Employee Negligence	Property missing for two years or more and reported as missing but it is uncertain if the property was stolen. The results of an investigation determined there was employee negligence.
Missing -- Hold for Deletion	Missing property reported missing but will not be inactivated for a minimum of two years from the date it was first reported as missing. The District will make efforts to search for the property until found or resolved.
Salvage – Damaged by Employee(s)	Property damaged by employee(s). The District will make efforts to recover loss through reparations and/or insurance recovery.
Salvage – Damaged by Nature	Property damaged by nature. The District will make efforts to recover loss through insurance recovery.
Salvage – Damaged by Other	Property damaged by something other than nature or an employee. The District will make efforts to recover loss through reparations and/or insurance recovery.
Salvage -- Dismantled for Parts	Property that through use, time, or accident is so damaged, used, or consumed that it has no value and it cannot be designated as surplus. This property is usually discarded or dismantled for parts.
Salvage -- Recycled	Property that through use, time, or accident is so damaged, used, or consumed that it has no value and it cannot be designated as surplus. Salvage will be recycled.
Stolen	Property reported as stolen, a police report was filed, and the investigation determined there was no employee negligence.
Stolen – Employee Negligence	Property reported as stolen, a police report was filed, and the investigation determined there was employee negligence.
Surplus Sold -- Auction	Surplus sold at auction.
Surplus Sold -- Internet	Surplus sold on Internet.
Surplus Sold -- Recycled	Surplus sold to certified recycler.
Surplus Sold -- Sealed Bid	Surplus sold through sealed bid.
Surplus Sold -- Storefront	Surplus sold at storefront.
Trade-in	Surplus property used as a trade-in towards the purchase of a new property.
Transferred to Other Governmental Entity	Assets transferred to a state agency, county, city, college, university, or other school district.

Table 6: Asset Disposal Request Reasons

DISPOSAL REQUEST REASON	DESCRIPTION
Damaged	Item is damaged beyond repair.
Missing	Item has been reported missing and a search has been conducted with no results.
Not Functioning	Item is no longer functioning and cannot be repaired.
Obsolete	Item is obsolete and can no longer be utilized for its intended purpose.
Stolen	Item has been reported stolen and a police report has been filed.
Surplus/Spare	Item is surplus and/or spare and is in working condition.
Trade-in	Item will be used as a trade-in towards the purchase of new property.

Table 7: Vehicle Drive Types

VEHICLE DRIVE TYPE	DESCRIPTION
All-Wheel-Drive (AWD)	Drive system in which all four wheels are powered by the engine. All-wheel-drive systems are typically used for cars and crossovers and are most efficient on pavement and well-maintained dirt and gravel roads. All-wheel-drive systems come in two styles. Part-time or automatic AWD, in which the vehicle typically operates in front-wheel drive with power delivered to all four wheels only when needed and full-time AWD that delivers power to all the wheels all the time.
Four-Wheel-Drive (4WD)	Drive system in which all four wheels are powered by the engine. Four-wheel-drive systems are usually found on vehicles with raised ground clearance and shielded underbodies. Four-wheel-drive systems come in part-time and full-time versions and typically, are used in trucks and SUVs. They are designed primarily for off-road use.
Front-Wheel-Drive (FWD)	Two-wheel-drive system in which the entire drive package – engine, transmission, differential, and the wheels that are driven by the engine -- are all in the front of the vehicle. Most passenger cars use a two-wheel-drive system.
Rear-Wheel-Drive (RWD)	Two-wheel-drive system in which a long driveshaft transmits power from the engine in the front of the vehicle to the driven wheels at the back. A differential is used to let the power from the driveshaft make a 90-degree turn so it can get to the wheels. Trucks, as well as many SUVs and some cars, still use a real-wheel-drive system.

Table 8: Vehicle Fuel Types

VEHICLE FUEL TYPE	DESCRIPTION
Bio-diesel	Diesel substitute made from sugar beet, rapeseed, or palm oil. Burns cleaner than standard gas or diesel and produces far less carbon dioxide emissions.
Compressed Natural Gas	Compressed natural gas (CNG) is a clear, odorless, and non-corrosive gas that can be used in liquid or gas form to run a combustion engine. Gas and diesel engines can be converted to run on compressed natural gas. Produces 80 percent less ozone-forming emissions than gasoline burning cars.
Diesel	Diesel fuel is widely used in transport vehicles such as tractor-trailer trucks and buses. Contributes less carbon dioxide to the environment than gasoline but creates more organic compounds and nitrous oxide that cause smog. Diesel vehicles tend to last longer than gasoline vehicles and have 30 percent better fuel efficiency than the average gasoline vehicle.
Ethanol	Bio-fuel alternative to gasoline made from the conversion of sugar can, corn, barley, and other natural products. One of the only alternative fuels that can fuel a gasoline engine without modifications. Most commonly used as an additive to gasoline.
Gasoline	Most commonly used fuel in automobiles. Designed for four-stroke engines. Gasoline allows for quick starting, fast acceleration, easy combustion, and quiet operation. Produces carbon dioxide and contributes to pollution, smog, and global warming.
Liquefied Petroleum	Liquefied petroleum, better known as propane, is a clean fuel alternative to gasoline and is used in common vehicles on a limited basis.

Table 9: Vehicle Transmission Types

VEHICLE TRANSMISSION TYPE	DESCRIPTION
Automatic Transmission	An automatic transmission uses a fluid-coupling torque converter to replace the clutch used in a manual transmission and avoid engaging/disengaging clutch during gear change.
Continuously-Variable Transmission (CVT)	The CVT has been used for low-powered machinery like scooters due to its highly efficient gear change but is only recently been installed on automobiles with the progress of materials technology and the strengthening of the drive belt.
Manual Transmission	A manual transmission utilizes a clutch system in which the driver must manually disengage the clutch to disconnect the power from the engine, select the target gear, and reengage the clutch to perform the gear change.
Semi-Automatic Transmission	A semi-automatic transmission tries to combine the advantages of the manual and automatic transmission systems. The system is expensive and is typically used only in luxury or sports cars, currently.

Table 10: User Defined Codes -- TBD

USER DEFINED FIELDS FOR ASSETS	DESCRIPTION
TBD	

Table 11: Asset Disposal Actions

ASSET DISPOSAL ACTION	DESCRIPTION
Disposed	Asset has been disposed of through sale, trade-in, scrapping, exchange, theft, damage, or other casualty. Depreciation, if applicable, shall no longer be taken on the asset.
Scheduled to be Disposed	Asset has been identified for disposal through sale, trade-in, scrapping, or exchange but transaction has not yet taken place. The asset held for disposal is measured at the lower of its carrying amount or fair value less cost to sell. An impairment loss should be recognized.
Retired	Asset has been retired from active use but is being held for stand-by or emergency service or it has been determined that it is needed and can be effectively used in the future. Depreciation may be taken. The asset should be assessed for impairment and tested for recoverability. The impairment loss would be calculated based on the excess of the carrying amount of the asset over the asset's fair value.
Scheduled to be Retired	Asset has been identified for retirement but is presently still in use. Depreciation may be taken. The asset should be assessed for impairment and tested for recoverability. The impairment loss would be calculated based on the excess of the carrying amount of the asset over the asset's fair value.

Table 12: Asset Status

ASSET STATUS	DESCRIPTION
Awaiting Confirmation	When assets are first created, the system assigns the status Awaiting confirmation, which is a pending status.
Confirmed	Assets must have a status of Confirmed before they are considered assets in the TEAMS system and can start processes, such as depreciation. If an asset is still in use beyond its estimated life years, the status must still remain as confirmed until it is no longer in use and/or disposed.
Reached End of Life	When an asset is disposed, its status is to change Reached End of Life.

Table 13: Asset Type

ASSET TYPE	DESCRIPTION
Capitalized	Unit cost of asset equals or exceeds capitalization threshold[1] for the sub-category of asset. Asset is not a “controlled” asset and is not issued or assigned a responsible person. Typically applies to land and land improvements, construction-in-progress, buildings and building improvements, portable buildings, infrastructure, furniture, and easements.
Capitalized and Controlled	Capitalized and Controlled[2] assets have a unit cost which equals or exceeds the capitalization threshold and is identified in a category of assets that the District considers high risk for management purposes. These assets must be secured and tracked as inventory and are usually issued and/or assigned to a responsible person. This category typically applies to equipment, vehicles, works of art, historical treasures, and computer software.
Controlled	Controlled[2] assets are identified categories of assets that the District considers high risk for management purposes. These assets must be secured and tracked as inventory and are usually issued and/or assigned to a responsible person. Unit cost of asset is less than capitalization threshold[1] and is not capitalized for financial reporting purposes. This category typically applies to equipment, vehicles, works of art, historical treasures, and computer software.
Not Applicable	Assets which are neither capitalized nor controlled for management purposes. Typically includes intangible costs such as permanent easements.

[1] See Appendix B for Capitalization Threshold amounts.

[2] See Appendix C for Categories of Controlled Assets.