

Capital & Controlled Asset Tagging, Account, & Asset Profile ID Guidelines

CAPITAL ASSETS - Needs to be tagged if greater than \$5,000.00

Property Item Description	Account Code	Account Code Description
Furniture & Equipment	86110	Furnishings & Equip Capitalized
Telecommunications Equipment	86115	Telecomm Equipment Capitalized
Computer Equipment	86120	Computer Equip Capitalized
Medical Equipment	86110	Furnishings & Equip Capitalized
Motor Vehicles	86201/86202	Motor Vehicles Passenger Car or Other

**Accessories – items purchased with or for the asset, which is fixed or attached, but can be removed without affecting the basic function of the asset. For example: extra extension cords, monitors, lenses, tubes, keyboards, mouse, cases, docking stations, fluids and/or oils for non-computer equipment.*

**Accessories, warranties, maintenance support, and training are not capitalized and should be expensed (account 63103 or 63142)*

CONTROLLED ASSETS - Needs to be tagged at ANY COST

Property Item Description	Account Code	Account Code Description
Hand Guns, Tasers, Rifles & Shot Guns	63161	Firearms Controlled

**Accessories – items purchased with or for the asset, which is fixed or attached, but can be removed without affecting the basic function of the asset. For example: gun holsters, light/laser combo, and fiber optic sights.*

**Training rifles (blue rifles or dummy rifles) and optional training should be expensed (account 63103).*

CONTROLLED ASSETS - Needs to be tagged \$500.00 to \$4,999.99

Property Item Description	Account Code	Account Code Description
Sound systems and Other Audio Equipment	63162	Furnishings & Equip Controlled
Camera - Portable - Digital, SLR	63162	Furnishings & Equip Controlled
TVs, Video Players/Recorders	63162	Furnishings & Equip Controlled
Computers & Desktops	63163	Computer Equip Controlled
Data Projectors	63162	Furnishings & Equip Controlled
Smartphones	63165	Cntrl Telecom Equip
Tablets & Other Handheld Devices	63163	Computer Equip Controlled
Laptop Computers	63163	Computer Equip Controlled
Unmanned Aerial Vehicles (UAV) & Drones	63162	Furnishings & Equip Controlled

**Accessories – items purchased with or for the asset, which is fixed or attached, but can be removed without affecting the basic function of the asset. For example: cables, headphones, microphone stands, camera lenses, monitors, keyboards, mouse, cases, bags, docking stations, alternative controllers, and landing pads.*

**Maintenance support and training should be expensed (account 63103 or 63142).*

COMPUTER SOFTWARE - Do not require a physical tag

Property Item Description	Account Code	Account Code Description
Computer Software \$100,000 or more	88210	Computer Software Capital
Computer Software Less than \$100,000	63141	Computer Software Expensed

**Maintenance support and training should be expensed (account 63141).*

LIST OF ASSET PROFILE IDs

Profile ID	Description	Examples
107CTL41	Weapons	Rifles, hand-guns, machine guns, shot guns, etc.
130CTL41	Cameras	DSLR cameras, digital mirrorless cameras, bridge cameras, etc.
131CTL41	TV, VCR, VidCamera, Laser Ply	Televisions, VCRs, Video Recorders/Players, Stereo Systems
142CAP41*	Other Assets	Use this category if the specific profile ID is not found.
203CAP41	Servers (cost > \$5,000)	Minicomputers and Servers exceeding unit cost of \$5,000.
203CTL41	Servers (cost is between \$500 - \$4,999)	Servers costing between \$500 to \$4,999.
204CTL41	Computer, Desktop	Desktop Computers, PCs, Laptops, Surface Laptops, Micro Computers, etc.
208CTL41	Printer, Not Portable	Copy Machines, Scanners, Fax 3-D Printers
219CTL41	Tablets, PDA's, Hand-Helds	Tablets, phones, and hand-held devices
517CAP41	Freezer, Lab	Lab freezers/refrigerators exceeding unit cost of \$5,000.
525CAP41	Microscopes & Accessories	Microscopes and lab equipment exceeding unit cost of \$5,000.
546CAP41	Misc Lab & Scientific Equip	Scientific equipment/instruments exceeding unit cost of \$5,000.
708CAP5	Vans, Cargo & Passenger	Multiple passenger vehicles or vehicles used for cargo.
709CAP5	Light Trucks; GVWR <= 8600 Lbs	Light Pick-up Trucks less than 8600 Lbs.
712CAP41	Trailers	Flatbed trailers to move equipment
735CTL5	Unmanned Aerial vehicle Drones	Small drones

If the item purchased meets the following conditions, the item will require an Asset Profile ID:

- Item is non-consumable (For **consumable items** or items costing less than \$500, **do not** select an Asset Profile ID)
- For **non-consumable items** with cost of \$500 – \$4,999, select the appropriate **Controlled (CTL) Asset Profile IDs**
- For **asset items** with a unit cost value of \$5,000 or greater, select the appropriate **Capital (CAP) Asset Profile IDs**
- Asset tagging will be required
- Item must have a useful life of at least 2 years

For Training materials on Asset Profile IDs, click [here](#).

For any questions or to request a training session for your area, please contact inventorydept@utep.edu or 915-747-7137.