

Instructional Equipment
Account codes **619801** (over \$5k) and **660813** (under \$5k)

These two accounts codes are used for calendar year Chancellor's Office reporting purposes. We only report on equipment that is \$500 or more, including sales tax and freight and installation charges.

** From Instructional Equipment Reporting Instructions **

Type of Instructional Equipment to be Reported

- a. *Information shall be supplied on all items of instructional equipment that:*
 1. *Are owned by the campus,*
 2. *Are currently in the inventory,*
 3. *Are movable items having a normal useful life of two or more years*
 4. *Are not listed as excluded (see Section IIc, listed below),*
 5. *Are over \$500.00*
- ...
- b. *Equipment assigned to instructional departments, audiovisual centers and/or learning laboratories, and all functions in the ancillary support sub-program of the Academic Support program (for example, to the college farm) are included in the "instructional" category. **Equipment assigned to the Library or Computer Center is not classified as "instructional"** and is to be excluded from this report, as is that assigned to deans' offices, plant maintenance, and other administrative departments.*
- c. *Data on furniture shall, in general, be excluded. However, data on vehicles that have instruction as the primary use (e.g., farm vehicles, buses used primarily to transport students to and from field laboratories) shall be included.*

Examples of instructional equipment and not instructional equipment:

Instructional Equipment	Not Instructional Equipment
Microscope	Toner Cartridges
Skeletons	Software
Maps	Registration Fees
Cameras	Chemicals
Telescope	Maintenance on Equipment
Paint Testing Equipment	Paint
Water Sampling and Testing Unit	Paper

If you have any questions regarding Instructional Equipment, please call Tracy Cole x3280 or email tracy.cole@csuci.edu