OBJECT CODE GUIDE FOR EQUIPMENT AND SUPPLIES

**EQUIMENT** includes all movable and immovable:

- Movable Equipment: This refers to equipment that can be relocated or moved from one location to another. Examples include machinery, tools, furniture, vehicles, computers.
- Immovable Equipment: This refers to equipment that is affixed and is not easily moved. Examples include ceiling-mounted projectors, interactive whiteboards, gym equipment, laboratory equipment.

In some contexts, low-value equipment less than $200 with useful life less than one year may be treated as supplies rather than long term assets.

These are general guidelines and certain exceptions may apply.

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**PO Total < $5,000**

- **Object Code 56411**
  Equipment ($200 to $4,999)

**PO Total > $5,000**

- **Object Code 56413**
  Electronic Equipment, Laptops, PCs, Ipad, Servers, Wireless Access Points, Cameras - 3 year life

- **Object Code 56418**
  Furniture, Fixtures, Vehicles, Heavy Equipment, Machinery - 8 year life

**PO Total = Any Amount**

- **Object Code 54100 or 54300**
  Examples - paper, pens, folders, staplers, tape, Post-it notes, printer ink, disinfectants, paper towels, toilet paper, hand soap, mops, brooms, gloves, masks, gauze, bandages, saline, syringes, disposable gowns, bags, gift wrap, tags, packaging materials, hangers, cables, batteries, disk media, accessories, textbooks, arts, crafts, etc.

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SAN JOSÉ - EVERGREEN Community College District