

UMW Fixed Assets Refresh

Fixed Asset: A single piece of Equipment or pieces of equipment that must be installed together to work as a functional unit (plus the cost to deliver, install, or program) with a cost of \$2000 or greater (\$500 or greater for ETF), and is expected to have a service life of more than one year.

- Fixed Assets always require an account code that ends with an “F”.
- Purchase orders for Fixed Assets -
 - Qty 1 x \$5780 = \$5780 Use “F” Account, Fixed Asset
 - Qty 3 x \$2050 = \$6150 Use “F” Account, Fixed Asset
 - Qty 4 x \$1000 = \$4000 Use “Non-F” Account, Not a Fixed Asset

Examples: Office furniture (72262F), Computer (72211F or 72212F), Printer (72217F), Microscope/Lab Equipment (72241F), Area Rug (72261F), Instruments (72222F)

New for FY24 – Aggregate Assets

The Governmental Accounting Standards Board (GASB) implementation as of 7/1/23 requires us to track identical pieces of equipment, that would normally not be considered fixed assets on their own, **as a group** where the value of the group of equipment **totals \$5,000 or more**.

- **Total purchase of *Identical Items/Equipment*** that have a combined cost of \$5000 or greater require an account code that ends with an “A”.
- Aggregate Assets will be assigned a Tag Number in Banner with the Prefix A (A00000001), but are for financial tracking purposes only and are not part of Inventory.
- Purchase orders for Aggregate Assets –
 - Qty 5 x \$1000 = \$5000 Use “A” Account, Aggregate Assets
 - Qty 4 x \$1800 = \$7200 Use “A” Account, Aggregate Assets
 - Qty 10 x \$500 = \$5000 Use “A” Account, Aggregate Asset
 - Qty 7 x \$600 = \$4200 Use “Non-lettered” Account Code

Examples of Purchases that would be considered Aggregate Assets –

Bulk orders for: laptops, furniture, printers, fixtures (lamps), lab chairs, iPads, instruments, athletic equipment, AV equipment, network equipment, mattresses

Examples of Purchases that would not be considered Aggregate Assets -

Consumables: Bulk orders of pencils, pens, paper, chapsticks, umbrellas, Florescent Light bulbs, filters, ink cartridges

Rentals: Equipment, Furniture, Golf Carts

<i>Account #</i>	<i>Description</i>
72211A	Desktop Cmpter Aggregate \$5K & over
72212A	Mobile Cmpter Aggregate \$5K & over
72214A	Mainfrm, Comp Aggregate \$5K & over
72215A	Srvers Stor Dev Aggregate \$5K & over
72216A	Netwrk Comp Aggregate \$5K & over
72217A	Periph-Prnt-Img Aggregate \$5K & over
72218A	Pur of Software Aggregate \$5K & over
72222A	Educ-Teach Eqpt Aggregate \$5K & over
72231A	Electronic Eqpt Aggregate \$5K & over
72232A	Multimed Eqpt Aggregate \$5K & over
72233A	Voice Eqpt Aggregate \$5K & over
72241A	Lab Eqpt Aggregate \$5K & over
72254A	Motor Vehic Aggregate \$5K & over
72255A	Power Eqpt Aggregate \$5K & over
72256A	Watercrt Equip Aggregate \$5K & over
72261A	Ofc Décor-Accs Aggregate \$5K & over
72262A	Ofc Furniture Aggregate \$5K & over
72263A	Ofc Incidentals Aggregate \$5K & over
72264A	Ofc Machines Aggregate \$5K & over
72271A	HH Furnit, Appli Aggregate \$5K & over
72272A	Law Enfc Eqpt Aggregate \$5K & over
72274A	NoPwr Mtn Eqpt Aggregate \$5K & over
72275A	Recreation Eqpt Aggregate \$5K & over
72282A	Fixtures Aggregate \$5K & over
72283A	Mechanical Eqpt Aggregate \$5K & over



PURCHASE ORDER

Ordered On, 09/12/2023 at 10:05:28

Created By: Vickie Chapman

Created On: 9/12/2023 10:05:28

SUPPLIER

FISHER SCIENTIFIC LLC

Attn:

Address: Non Catalog Orders-Must Print and Fax Order
3970 JOHNS CREEK CT.
Suwanee, Georgia 30024
UNITED STATES

Phone:

E-mail:

SWAM:

ORDER NO. PCO03194320

Amendment: Original

Version:1

Organization: University of Mary Washington

Requestor: Vickie Chapman

Phone: 540-654-1155

Email: vchapman@umw.edu

eVA Req#: REQ197927

SHIP TO

University of Mary Washington

Address:University of Mary Washington -
TESS/Finance

A21581, The Executive Offices of Eagle Village

1125 Emancipation Hwy STE 480

Fredericksburg, Virginia 22401-5300 UNITED STATES

Phone: (540) 654-1006

Email:

BILL TO

University of Mary Washington

Address:University of Mary Washington
A21575, Accounts Payable Department

1301 College Avenue

Fredericksburg, Virginia 22401-5300 UNITED STATES

Phone: 540-654-1226

Email: invoices@mail.umw.edu

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? No

Payment via Charge Cards: Yes

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Details: Lab Microscope: Trinocular, Variable Quartz Halogen, 18 mm Optical Field of View Deliver To: Vickie Chapman	10/12/2023	5.00	each	1,340.00	6,700.00

* Use Account Code 72241A

Total Cost

6,700.00 USD



PURCHASE ORDER

Ordered On, 09/12/2023 at 10:23:43

Created By: Vickie Chapman

Created On: 9/12/2023 10:23:43

SUPPLIER

DELL MARKETING LP

Attn:

Address: DELL MARKETING LP-Dell

One Dell Way

Round Rock, Texas 78682

UNITED STATES

Phone:

E-mail:

SWAM:

ORDER NO. PCO03194321

Amendment: Original

Version:1

Organization: University of Mary Washington

Requestor: Vickie Chapman

Phone: 540-654-1155

Email: vchapman@umw.edu

eVA Req#: REQ197930

SHIP TO

University of Mary Washington

Address:University of Mary Washington -

TESS/Finance

A21581, The Executive Offices of Eagle Village

1125 Emancipation Hwy STE 480

Fredericksburg, Virginia 22401-5300 UNITED STATES

Phone: (540) 654-1006

Email:

BILL TO

University of Mary Washington

Address:University of Mary Washington

A21575, Accounts Payable Department

1301 College Avenue

Fredericksburg, Virginia 22401-5300 UNITED

STATES

Phone: 540-654-1226

Email: invoices@mail.umw.edu

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? No

Payment via Charge Cards: Yes

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Details: Dell Latitude 5540 512GB Non-Touch Laptop 13th Gen Intel® Core™ i5-1345U, vPro® (12 MB cache, 10 cores, 12 threads, up to 4.70 GHz Turbo) Ubuntu(R) Linux(R) 22.04, DCA enabler 16 GB, 1 x 16 GB, DDR4, 3200 MT/s, Non-ECC, single-channel 512 GB, M.2 2230, PCIe NVMe, SSD, Class 35 15.6" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN	10/12/2023	5.00	each	1,246.88	6,234.40

*Use Account Code 72212A



PURCHASE ORDER

		Deliver To: Vickie Chapman					
2		Details: Dell WD22TB4 Docking Station <i>*Use Account Code 72217</i> Deliver To: Vickie Chapman	10/12/2023	5.00	each	226.19	1,130.95
3		Details: Dell 27 Monitor - P2722H <i>*Use Account Code 72217A</i> Deliver To: Vickie Chapman	10/12/2023	10.00	each	500.00	5,000.00

Total Cost

12,365.35 USD



PURCHASE ORDER

Ordered On, 09/12/2023 at 10:46:26

Created By: Vickie Chapman

Created On: 9/12/2023 10:46:26

SUPPLIER

VIRGINIA CORRECTIONAL ENTERPRISES

Attn:

Address: VCE-All eCatalog except Ink & Business Cards

8030 WHITE BARK TERRACE
North Chesterfield, Virginia 23237
UNITED STATES

Phone:

E-mail:

SWAM:

ORDER NO. PCO03194322

Amendment: Original

Version:1

Organization: University of Mary Washington

Requestor: Vickie Chapman

Phone: 540-654-1155

Email: vchapman@umw.edu

eVA Req#: REQ197931

SHIP TO

University of Mary Washington

Address:University of Mary Washington - TESS/Finance

A21581, The Executive Offices of Eagle Village
1125 Emancipation Hwy STE 480
Fredericksburg, Virginia 22401-5300 UNITED STATES

Phone: (540) 654-1006

Email:

BILL TO

University of Mary Washington

Address:University of Mary Washington A21575, Accounts Payable Department

1301 College Avenue
Fredericksburg, Virginia 22401-5300 UNITED STATES

Phone: 540-654-1226

Email: invoices@mail.umw.edu

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? No

Payment via Charge Cards: Yes

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Details: Old Dominion Double Pedestal Bow Front Desks-36 D x 72 W x 30 H-(01) Walnut-No Grommets SKU 833-C01-0000 Deliver To: Vickie Chapman	10/12/2023	2.00	each	2,354.78	4,709.56
2		Details: Shipping and Installation	10/12/2023	2.00	each	150.00	300.00

*Use Account Code 72262A for BOTH Line Items

Total Cost: \$5,009.56



PURCHASE ORDER

		Deliver To: Vickie Chapman					
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Total Cost

5,009.56 USD