**Martin-Gatton College of Agriculture, Food and Environment**

**Minor Equipment Policy**

According to UK Business Procedure E-12-3 (Equipment Inventory), units are required to **“*maintain control of all items of furniture, equipment, vehicles and other moveable property assigned to the areas, regardless of cost*”** and to **“*maintain reasonable precautions in protecting all property under departmental control or supervision regardless of value*.”** The following provides direction regarding how to protect and maintain control of “minor equipment.”

**Minor Equipment Definition (as it pertains to CAFE):**

* Item costing between $1,000 and $4,999 that is movable property and not attached or made part of a building or larger asset that is already capitalized.
* Item that is non-expendable and has a useful life of two (2) years or longer.
* Item that retains its identity as a separate and identifiable item.
* Item costing less than $1,000 that is considered by the unit as “high risk” and/or “sensitive” (i.e. TV’s, computers, laptops, tablets, cameras, specialty tools, specialty lab equipment, etc.) must be categorized as minor equipment regardless of cost.

**Minor Equipment Inventory Requirements:**

* Minor equipment must be listed and annually verified via the eBARS system. The GL’s below should be used to record the purchase of new minor equipment and a reconciliation must be performed by the department verifying that items have been tagged and entered into eBARS.
  + 540358 – Computers and minor technology equipment costing less than $5000
  + 540357 – Furniture and other moveable equipment costing less than $5000
  + 540360 – Non-capital items required to be tracked under Sponsored Projects Agreements