



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
4**

**PAGE
F2-150.0**

**SUBJECT
FACILITIES AND SERVICES**

SUB-TOPIC

CAPITAL EQUIPMENT

Capital equipment is defined as personal property with a single unit value of \$5,000 or greater and an estimated useful life of more than one year. Please note that state law requires that all equipment, regardless of value, must be marked or tagged as property owned by the State of Texas.

The procedures for receiving capital equipment are as follows:

- A. For the UTD Campus - Richardson:
 - 1. Match up the purchase order with the receiving document(s).
 - 2. Notify the Property Administrator, etc. 2150, that equipment has been received.
 - 3. Hold the capital equipment for inventory procedures by Property Administration personnel (issue and affix property tags).
 - 4. Upon release by Property Administration personnel, follow the usual receiving and delivery procedures (see F2-110.0).

- B. For the Callier Center Campus - Dallas:
 - 1. Property Administration personnel attach the property tags and complete data worksheets.
 - 2. Follow the usual receiving and delivery procedures (see F2-110.0).
 - 3. By intercampus mail, send all receiving documents (except SOS's), including packing slips and invoices, etc., to Procurement/Accounts Payable (AD34) at the UTD campus, Richardson, Texas.