

January 2013

**Office of the Secretary - Personal Property Management  
Quick Reference Guide to Accountable Personal Property**

<b>Accountable Property</b>	Is <b>non-expendable</b> personal property that is defined as property that has a continuing use, is not consumed in use, is of a durable nature, has an expected service life of 2+ years, may be sensitive property, may/may not be charged to a general ledger control account; and for which accountability or property control records are maintained. This chart also describes <b>system-controlled</b> , <b>Office-managed</b> , <b>capitalized</b> , <b>software</b> , <b>expendable</b> , <b>sensitive</b> , and <b>stores</b> property.				
<b>Property Categories &amp; Thresholds</b>	<b>Record in FBMS</b>	<b>Maintain in Local Inventory</b>	<b>Inventory Not Required</b>	<b>Capitalize</b>	<b>Summary/Examples</b>
<b>System-controlled property (&gt;\$5K)</b>	<b>X</b>				Is <b>non-expendable</b> property (includes donated & contractor-held) that is at or exceeds this threshold. <b>System-controlled property</b> also includes <b>capitalized</b> , <b>software</b> , and <b>sensitive property</b> (see <b>thresholds</b> ); and license plate property regardless of cost.
<b>Office-managed property [1] (\$300 to &lt;\$5K)</b>		<b>X</b>			Is <b>non-expendable</b> property (excluding furniture) that falls at or between this cost threshold. It may include trailers or motorized equipment without a license plate, printers, fax machines, or other electronic devices or equipment. This also includes ammunition and Electronic Control Device (ECD) cartridges, regardless of cost.
<b>Office-managed property [2] (&lt;\$300)</b>			<b>X</b>		Is <b>non-expendable</b> property that falls at or under this cost threshold. Items in this category may be tracked on a local inventory as determined by the Accountable Property Officer.
<b>Capitalized property (&gt;=\$15K)</b>	<b>X</b>			<b>X</b>	Is <b>non-expendable</b> property that is at or exceeds this cost threshold.
<b>Software (&gt;\$100K)</b>	<b>X</b>			<b>X</b>	That is at or exceeds this threshold per <b>software</b> license.
<b>Expendable property (&lt;\$300)</b>			<b>X</b>		Is non-sensitive property with a normal life expectancy of less than 2 years, such as office supplies.
<b>Sensitive property</b>	<b>X</b>				Is desktop, laptop, or notebook computers (includes all type tablets); ECDs (e.g., TASERS®); and firearms.
<b>Stores property</b>		<b>X</b>			Is expendable or <b>non-expendable</b> property acquired for future use, usually in substantial quantity and controlled in an inventory system.