

April 2015

## 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.				
Property Categories & Thresholds	Record in FBMS	Maintain in Local Inventory	Inventory Not Required	Capitalize	Summary/Examples
<b>System-controlled property (≥\$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> includes <b>capitalized</b> and <b>sensitive</b> property, and <b>software</b> (see thresholds); and license plate property and *Computers (including desktop, laptop, notebook and all type tablets) <b>regardless of cost</b> .
<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] (≤\$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 (≥\$15K)</b>	<b>X</b>			<b>X</b>	Is <b>non-expendable</b> property that is at or exceeds this cost threshold.
<b>**Software (≥\$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 (Regardless of cost)</b>	<b>X</b>				Are firearms; ECDs (e.g., TASERs®); and museum property.
<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.

\*See DOI Property Policy Release (DIPPR) 2010-01, Amendment 2

\*\*See Financial Statement Guidance Memo No. 2001-001