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

Accountable Property	Is <u>non-expendable</u> 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 <u>system-controlled</u> , <u>Office-managed</u> , <u>capitalized</u> , <u>software</u> , <u>expendable</u> , <u>sensitive</u> , and <u>stores</u> property.				
Property Categories & Thresholds	Record in FBMS	Maintain in Local Inventory	Inventory Not Required	Capitalize	Summary/Examples
System-controlled property (≥\$5K)	X				Is <u>non-expendable</u> property (includes donated & contractor-held) that is at or exceeds this threshold. <u>System-controlled property</u> also includes: <u>capitalized</u> , <u>software</u> , <u>sensitive (see thresholds)</u> ; and, license plate property and desktop, laptop, or notebook computers (including all type tablets) regardless of cost.
Office-managed property [1] (\$300 to <\$5K)		X			Is <u>non-expendable</u> 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.
Office-managed property [2] (≤\$300)			X		Is <u>non-expendable</u> 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.
Capitalized property (≥\$15K)	X			X	Is <u>non-expendable</u> property that is at or exceeds this cost threshold.
Software (≥\$100K)	X			X	That is at or exceeds this threshold per <u>software</u> license.
Expendable property (<\$300)			X		Is non-sensitive property with a normal life expectancy of less than 2 years, such as office supplies.
Sensitive property	X				Is firearms; ECDs (e.g., TASERs®); and museum property.
Stores property		X			Is expendable or <u>non-expendable</u> property acquired for future use, usually in substantial quantity and controlled in an inventory system.