

Equipment that is being used as a *trade-in* for a new piece of equipment must be identified on the new requisition. The tag number of the old piece of equipment must be noted on eMarket by filling in the “Capital Asset Management” tab to ensure that the equipment being traded in is retired from CAMS.

A department must notify Equipment Management via email at equipmgm@usc.edu regarding any equipment that has been tagged and is now being *exchanged or returned* to the vendor (without cost) for a new piece of equipment.

Object Code Usage

Special care should be taken to ensure the proper assignment of object codes. The responsibility begins with the department that initiates a requisition for the purchase of equipment and non-capital equipment. The department and Purchasing Services will ensure that the appropriate object code is used based on the following criteria:

- Equipment purchases of \$5,000 or greater use the applicable object codes within object code 17xxx, and
- Non-capital equipment purchases use object code 170xx if units must be inventoried as mandated by the sponsoring agency and if acquisition is less than \$5,000. The object code 170xx should only be used on sponsored (‘5’) accounts.

The following is a list of equipment object codes:

- 17010 for the purpose of *non-capital equipment* with a dollar value of \$500 or greater *but* less than \$5,000 that must be inventoried as mandated by the sponsoring agency
- 17011 for the purpose of *non-capital equipment* with a dollar value of \$500 or greater *but* less than \$5,000 that is agency awarded to be budgeted/purchased as equipment and must be inventoried, (Equipment Management is required to submit a Final Equipment Report)
- 17012 for the purpose of *non-capital equipment* with a dollar value of \$500 or greater *but* less than \$5,000 that is agency awarded to be budgeted/purchased as equipment, (Equipment Management not required to submit a Final Equipment Report)
- 17100 for the purchase of *general equipment*
- 17200 for the purchase of *computer* or computerized equipment only
- 17300 for the purchase of *photocopy* equipment only
- 17500 for *vehicles* charged against non-CIP (‘69’) accounts
- 17900 for the purchase of *scientific equipment* and
- 07490 for *equipment bought and passed through* to non-university locations

The following is a list of equipment object codes for use acquiring equipment with Construction In-Progress (‘69’ CIP) Accounts

- 44810 for furnishing > \$5,000

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- 44820 for equipment
- 44821 for moveable equipment - general
- 44822 for moveable equipment - computers
- 44823 for moveable equipment - photocopiers
- 44830 for fixed equipment
- 44840 for purchases of auto/vans
- 44850 for scientific equipment

Receipt of Equipment

Upon receipt, the department will thoroughly inspect all equipment to ensure that it is as ordered and undamaged. If the shipment is complete and is in good order, the receiving department should log in to eMarket and complete a receiving document which will authorize payment. When the quantity or description of the equipment received differs from the shipping document, only that quantity or description of equipment actually received is recorded on the official receiving document, and the department must rectify any discrepancy with the supplier.

In the case of GFP, the receiving department becomes responsible for such equipment upon delivery and must immediately notify the Equipment Management Department so the equipment can be properly tagged and recorded.

If a damaged shipment of GFP is received, the receiving department must complete the section "Report of Loss, Damage, Shrinkage" on the bill of lading and forward to the Equipment Management Department which will report the incident to the appropriate agency.

Identification of Purchased Equipment (Tagging)

The Equipment Management Department must identify all newly-acquired capital or sponsor-funded equipment with the appropriate identification tags and enter all pertinent information regarding the equipment into CAMS.

Equipment Management staff is responsible for identifying and affixing an identification tag to equipment. Once staff has located and identified the equipment, they will attach either a university or a government tag in a position which is visible and will not interfere with the operation of the equipment. A government tag ("G" tag) will be assigned to equipment when the Sponsoring Agency retains title or if the equipment is government furnished. If a tag cannot be applied to the equipment, Equipment Management staff will identify the equipment as untaggable ("X" tag) and all pertinent information will be entered into CAMS. For untaggable equipment, the actual identification tag will be affixed to the tag log and maintained in the file.

Equipment Management staff will scan the assigned tag, location, room, manufacture, model, and serial number. This information will be transferred to CAMS through an upload process once the staff has returned to the office.

GFP is identified with the "G" tag and entered into CAMS under the account number assigned to the particular project. The university has also established a unique object code for the

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