

Supplies (4000s), Services (5000s) and Capital Outlay (6000s)

4000 supply accounts, \$499.99 or less: for supplies/equipment costing \$499.99 or less (including tax, shipping and installation). For example, if you are buying a printer that costs \$399.00, this item would be considered a supply item.

Software: use account item acct 4460 or 4401. If it costs \$500 or more, then it is considered capital software (acct 6502).

5000 other operating expenses and services: for example, 5110 consultant services, 5220 travel, 5310 membership and dues, 5860 postage, 5890 other services

6490 Equipment \$500 - \$4,999.99: for equipment costing \$500 to \$4,999.99 per item (including tax, shipping, installation). For example, if you are buying a computer or a laptop computer, this purchase would be considered equipment but not capital equipment. We still need to inventory it, but will not be part of our fixed asset inventory.

6590 Capital Equipment \$5,000+ per item: for equipment costing \$5,000 or more per item (including tax, shipping, installation). For example, if you are buying a server costing \$10,500, you must use account 6590, so that we can account for this item as a fixed asset (GASB 35 requirement).