

Asset Profiles are required in ARC for purchases of capital equipment. Capital equipment is coded to ARC accounts 68000-68199. The Asset Profiles for capital equipment start with the letter 'E' so they are easier to search. Selection of the appropriate code is essential to the recording and tracking of assets in ARC. Each Asset Profile is associated with an estimated useful of an asset, which appears at the end of the code.

Note on Repairs and Maintenance:

Standard repairs and maintenance, including maintenance contracts, are not considered part of the cost of the asset. Items that are consumable in nature (e.g. batteries, fuses, other components that wear out in normal operations) are also treated as repairs and maintenance and should not be recorded on accounts 68000-68199.

Note on Enhancements to Existing Equipment:

A component part, upgrade, or enhancement is an add-on or accessory purchased after the initial acquisition that either increases the useful life of the asset or adds additional functionality. Component parts are considered capital assets as long as the initial purchase was recorded as capital equipment. These costs should utilize the appropriate Profile ID below and where applicable in the purchasing process, refer to the Asset ID of the asset being enhanced. The cost of components may be under or over \$5,000.

Appliances and Food Service Equipment

Code: EAPLNC-15

Description: EQUIP-APPLIANCES/FOOD SRVC-15

Appliances and food service equipment includes large appliances and other items used in the food service industry. Examples include refrigerators and freezers that are not used for research (see ESCIE-10), as well as ovens and movable bars with a unit cost of \$5,000 or more. The estimated useful life of this asset is 15 years.

Athletic Equipment

Code: EATHLTC-10

Description: EQUIP-ATHLETIC EQUIPMENT-10YR

Athletic equipment includes equipment used for competition, training, fitness and recreation. Examples include crew shells, boats, treadmills, scoreboards, fencing strips, and fitness equipment with a unit cost of \$5,000 or more. The estimated useful life of this asset is 10 years.

Audio and Visual Equipment

Code: EAUDVID-10

Description: EQUIP-AUDIO/VISUAL EQUIP-10YR

Audio and visual equipment include any equipment or system used to enhance sound and vision presentation and

projection in auditoriums, classrooms, libraries, and conference rooms. Examples include equipment for classroom/conference room display, video cameras, projectors, and high-end DSLR cameras with a unit cost of \$5,000 or more. The estimated useful life of this asset is 10 years.

Business Machines

Code: EBUSIN-10

Description: EQUIP-BUSINESS MACHINES-10YR

Business Machines are general office equipment other than furniture that do not meet any of the other profile definitions. Examples include scanners, microfiche machines, binders, and shredders with a unit cost of \$5,000 or more. The estimated useful life of this asset is 10 years.

Communications Equipment

Code: ECOMM-5

Description: EQUIP-COMMUNICATION EQUIP-5YR

Communications equipment includes videoconferencing equipment with a unit cost of \$5,000 or more. The estimated useful life of this asset is 5 years.

Computer Equipment

Code: ECOMP-5

Description: EQUIP-COMPUTER EQUIPMENT-5YR

Computer equipment and other IT equipment are defined as electronic data management or analysis devices, associated peripherals, accessories and data storage devices. Examples include servers, blades, storage, switches, routers, catalysts, uninterruptable power supplies, workstations, personal computers, and printers with a unit cost of \$5,000 or more. The estimated useful life of this asset is 5 years.

Photocopiers

Code: ECOPE-5

Description: EQUIP-PHOTOCOPIERS-5YR

Photocopiers are machines that make images of documents and other visual images. These can be single function machines or ones that combine the ability to copy, scan, and print with a unit cost of \$5,000 or more. The estimated useful life of this asset is 5 years.

Furniture

Code: EFURN-20

Description: EQUIP-FURNITURE-20YR

Furniture refers to movable objects intended to support various activities such as seating, holding objects, or storage that is necessary, useful, or desirable and that make an office or other space suitable for living or working. Examples include conference tables, desks, sofas, chairs, credenzas, and lockers (that aren't permanently attached to the building structure) with a unit cost of \$5,000 or more. The estimated useful life of this asset is 20 years.

Government Owned Equipment

Code: EGOE

Description: GOVERNMENT OWNED EQUIPMENT

Government owned equipment includes equipment purchased on government contracts where title to the equipment vests with the government. This profile should only be used after consulting with Capital Asset Accounting (equipment@columbia.edu).

Grounds, Outdoor, and Agricultural Equipment

Code: EGRNDAG-15

Description: EQUIP-GROUNDS/OUTDOOR EQUIP-15

Grounds, outdoor, and agricultural equipment includes tractors, loaders, utility vehicles (non-licensed) and outdoor power equipment with a unit cost of \$5,000 or more. The estimated useful life of this asset is 15 years.

Law Enforcement Equipment

Code: ELAW-10

Description: EQUIP-LAW ENFORCEMENT EQUIP-10

Law enforcement equipment refers to items or systems used to maintain public safety, control crowds, and protect officers. Examples include repeaters/two way radios, armor, shields, and crowd control devices with a unit cost of \$5,000 or more. The estimated useful life of this asset is 10 years.

Machinery and Tools

Code: EMACH-15

Description: EQUIP-MACHINERY AND TOOLS-15YR

Machinery and tools are typically non-portable power tools used for cutting or shaping metal, wood, or other materials. Examples include milling machines, lathes, drill press, saws, sheers, grinders and other shop equipment with a unit cost of \$5,000 or more. The estimated useful life of this asset is 15 years.

Mobile Structures

Code: EMOBLE-20

Description: EQUIP-MOBILE STRUCTURES-20YR

Mobile structures are portable or semi-portable habitable building units. Examples include mobile clinics, mobile classrooms, and mobile guard booths with a unit cost of \$5,000 or more. The estimated useful life of this asset is 20 years.

Musical Instruments

Code: EMUSIC-10

Description: EQUIP-MUSICAL INSTRUMENTS-10YR

Musical instruments are devices acquired or produced with the intent to make music for performance, instruction, or practice. Examples include pianos, organs, electronic synthesizers and other musical instruments with a unit cost of \$5,000 or more. The estimated useful life of this asset is 10 years.

Medical and Patient Care Equipment

Code: EPATCR-10

Description: EQUIP-MEDICAL/PATIENT CARE-10

Medical and patient care equipment, also known as armamentarium, is used in the diagnosis, monitoring, or treatment of patients. Examples include items such as exam tables, ultrasound machines, anesthesia machines, colonoscopies, laryngoscopes and dental equipment such as dental chairs with a unit cost of \$5,000 or more. The estimated useful life of this asset is 10 years.

Laboratory, Engineering, and Scientific Research Equipment

Code: ESCIE-10

Description: EQUIP-SCIENCE/LAB/ENGINEER-10

Laboratory, engineering, and scientific research equipment is acquired for the purpose of supporting basic and applied research and is typically used to study, measure, control conditions, and provide safety in a laboratory or research environment. Examples include, but are not limited to, microscopes/microscopy equipment, cryostats, centrifuges, rotors, shakers, incubators, lasers, spectrometers, spectrophotometers, chromatography equipment, freezers, refrigerators, fume hoods, bio-safety cabinets, gloveboxes, PIMA instruments, pumps, water purification equipment, and optical tables with a unit cost of \$5,000 or more. The estimated useful life of this asset is 10 years.

Vehicles

Code: EVEHI-8

Description: EQUIP-VEHICLES-8YR

Vehicles must be licensed/registered and includes trucks, vans, cars, and SUVs with a unit cost of \$5,000 or more. The estimated useful life of this asset is 8 years.

Fabricated Assets

Code: FABxxxxxxx

Description: Fabricated Assets

A fabrication is a one-of-a-kind asset. Fabrications are created by assembling a number of components (manufactured or custom made) to produce a piece of equipment that meets unique specifications. Most fabrications are sponsor-funded and therefore have a number of compliance requirements related to acquiring and tracking an assembled fabrication. Capital equipment is treated as a fabrication if it meets the definition of an asset being constructed, has a defined development period, has a useful life of at least two years, and has a cost of \$5,000 or more. Departments should contact Capital Asset Accounting for new fabrication profiles (equipment@columbia.edu).

For any questions or concerns regarding Asset Profiles, please reach out to Capital Asset Accounting at equipment@columbia.edu.