



THE FLORIDA STATE UNIVERSITY  
Office of the Controller

**UNIVERSITY CONTROLLER'S MEMORANDUM #02 (2010/2011)**

**To:** Deans, Directors and Department Heads  
**From:** Michael Williams, University Controller  
**Date:** June 1, 2011  
**Subject:** Increase in Property Inventory Threshold (OCO-Operating Capital Outlay)

**PLEASE SHARE THIS MEMO WITH YOUR PROPERTY, PURCHASING, BUDGET AND FISCAL REPRESENTATIVES**

Effective July 1, 2011 the University's property inventory threshold (OCO-Operating Capital Outlay) will increase from \$1,000 to \$5,000. This change is in response to the Board of Governors (BOG) recently approved regulation *9.002 Recording and Marking of Property*.

All tangible personal property with a value of \$5,000 or more and an expected useful life greater than one year and books with a value of \$250 or more and an expected useful life greater than one year will be recorded in the University's Asset Management System. All current inventoried assets with a value less than these thresholds will be removed from the University's Asset Management System before your department's next scheduled property inventory.

Sponsored Research purchases of equipment from \$1,000 - \$5,000 will not incur F&A overhead charges for fiscal year 2011-2012. All grant proposals should continue using a \$1,000 capitalization level for equipment budgets for the next year, while we assess the overall impact to the University.

Property Services is currently updating their policies and procedures to comply with the new BOG regulation <http://policies.vpfa.fsu.edu/controller/2e-1.html>. Questions may be referred to Alvaro Bernal at [abernal@admin.fsu.edu](mailto:abernal@admin.fsu.edu) or Julie Bickford at [jbickford@admin.fsu.edu](mailto:jbickford@admin.fsu.edu).

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