Buying Manual

Number: 806

Subject: Invoice Processing Procedures Issued: February 9, 2009 Title: Capital Equipment Revised: March 1, 2012

Capital Equipment

According to University Policy 3.9, Capital Assets, a capital asset is an item that has a useful life of at least two years and a value of at least \$5,000. Capital assets are permanent, tangible, and held for purposes other than investment or resale. Please refer to the Capital Assets policy for further specifications and definitions.

Resources:

- Accounting Services Web site: https://www.dfa.cornell.edu/accounting/about/contact
- Standard Operating Procedures
 - Capital Assets Overview https://confluence.cornell.edu/download/attachments/134217922/Cap+Assets+O
 - Capital Edit tab, Financial Processing https://confluence.cornell.edu/download/attachments/134217922/SOP+Capital+E dit+tab+Financial+Processing.pdf
 - Capital Edit tab, Purchasing https://confluence.cornell.edu/download/attachments/134217922/SOP+Capital+E dit+tab+REQS+PCDO.pdf