

IS THE TOTAL ITEM GREATER THAN \$5K?

Yes →

Does the quote include items that cannot be capitalized (training, UD labor, extended warranties, etc.) ? Those items must be coded with the appropriate account codes, NOT 167900. Once the items on the quote have been appropriately classified, is the value of the equipment still greater than \$5K? * The total value must be \$5K or more (including the cost of shipping and installation), moveable and have useful life > 2 years.

Yes →

A PO Must be issued (Do not use UD credit card). Complete the "Purchase Order Requisition" webform. **There must be a single line item listed on the webform for each equipment item.** Attach the quote to the webform. If vendor name is not listed on webform, vendor must complete the online W-9 on the Procurement website.

No

Is the item an accessory to an existing piece of equipment?

Yes →

An accessory must have a value of \$2K or more. Use code 167900 and note the asset tag number on the webform. If the cost is less than \$2K, it cannot be capitalized as part of the value of the existing equipment and must be expensed.

No

Is the item a repair or replacement of an existing piece of equipment?

Yes →

Repairs/replacements must have a value of 50% or more of the base equipment item in order to be capitalized. Use code 167900 and note the asset tag number on the webform. If it is less, it must be coded as an expense.

No

Is the item an upgrade to an existing piece of equipment?

Yes →

An upgrade must have a value of \$2K or more in order to be capitalized. Use code 167900 and note the asset tag number on the webform. If the value of this purchase is less than \$2K it cannot be added to the value of the asset and must be expensed.

No

Is the item part of the fabrication of a larger piece of equipment?

Yes →

Use code 153100 for all purchases (excluding labor) related to fabrication. Once fabrication is complete, route the "Equipment Activity" webform. The Webform will initiate a JV to group the purchases as one asset (167900) and an asset tag will be issued.

No

Does the quote include freight, installation and any items needed to put the asset in place? The value of the asset must be \$5K or more, including the cost of shipping and installation, in order to be coded as equipment. If the total value is less than \$5K, the PI can use their University credit card to purchase the items provided the total value is within the card limits.

What type of funds are being used to purchase this equipment?

Federal

State

Discretionary

Private/Industry

Documented price analysis required for any amount. Competitive quotes required for purchases with a total value > \$50K but may be solicited for any amount.

Total value between \$10K and \$24,999, Procurement will obtain at least 3 written quotes. Total value of \$25K or more, written quotes plus advertising will be initiated by Procurement*

Procurement is required to obtain competitive quotes for purchases with a total value over \$50K but may solicit quotes for any amount.

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*For State of Delaware Funding, the costs of advertising are allowed on a sponsored project because it is a state requirement based on subchapter III of Chapter 69 of Title 29 in the State of Delaware Code <http://delcode.delaware.gov/title29/c069/index.shtml>

Note: This flowchart is subject to change based on Federal, State and University policy changes.