
PROPERTY MANAGEMENT QUICK REFERENCE GUIDE

FIXED ASSET GUIDELINES:

www.msubillings.edu/financialservices/AssetGuide/assetguide.htm

DEPARTMENT SURPLUS INFORMATION:

Any disposition of an asset, whether or not it has an inventory tag, must be approved in advance. A [Department Surplus Form](#) should be completed and routed to the Financial Services Office. (This form is located on the MSUB Property Management web page:

www.msubillings.edu/FinancialServices/property_management.htm

Once approved, the Financial Services Office will arrange pick-up of the property through Facility Services or Information Technology.

COMMONLY USED EQUIPMENT ACCOUNT CODES:

Minor Equipment (Equipment costing less than \$5,000 per item)

- ❖ **62210: Minor Equipment** – Any equipment including furniture (other than office equipment, computer hardware and software)
- ❖ **62238: Minor Office Equipment** – Office equipment (i.e. calculator, fax machine)
- ❖ **62245: Computer Equipment** – Computer equipment including peripherals

Capital Equipment (Equipment costing more than \$5,000 per item)

- ❖ **63104: Communications Equipment** – Communication equipment costing over \$5,000 each
- ❖ **63107: Education & Recreational** – Equipment used for educational and/or recreational purchases costing over \$5,000 each
- ❖ **63112: Office** – Equipment used in an office setting costing over \$5,000 each

PROPERTY MANAGEMENT CONTACTS:

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PROPERTY MANAGEMENT WEB PAGE:

http://www.msubillings.edu/financialservices/property_management.htm