TOEP - FS0697 Equipment Purchase Screen

Information for PALCard Reviewers

Inventorial equipment is recorded with Equipment Management by utilizing the **FS0697-Equipment Purchase Screen** within the TOEP reconciliation system.

Inventorial equipment is defined as:

- Having a total purchase price of $5,000 or higher, including accessories and sales tax
- Having a useful life of at least one year
- Equipment stands alone physically. An item that operates with, or plugs into, another piece of equipment, may still be considered a separate inventorial item.

**Step 1:** Change the **sub code** from “03” to “04”

**Step 2:** Assign the appropriate object code based on the list below:

- 9000 – Inventorial equipment, i.e. lab equipment (excluding computers and furniture) - $5,000 or higher
- 9610 – *Fabrication components. Pre-approved by Equipment Management only. E-mail <helen.wessel@uci.edu>.
- 9900 – Computer equipment, i.e. servers - $5,000 or higher
- 9950 – Office furniture - $5,000 or higher

**Step 3:** Complete the following **mandatory** fields:

- **Quantity** (Enter two characters, Ex: 01 = Qty. 1)
- **Description**
- **Model No:**
- **Manufacturer’s Name**
- **Serial #**
- **Cost**

**Step 4:** For fabrication*, complete “Add Value” field when amount is less than $5,000.

**Step 5:** Press **F6**

A message is sent automatically to Helen Chang in Equipment Management.

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**FS0697 PALCARD SYSTEM – EQUIPMENT**

Purchased at: KST DATA  Prepared by: TESHIROGI, CHRIS
Dept: 1550 ICS COMPUT  Phone:
PO Number: X00000924

<table>
<thead>
<tr>
<th>Line</th>
<th>Acct</th>
<th>Fund</th>
<th>Sub</th>
<th>Obj</th>
<th>Proj</th>
<th>Source</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>00</td>
<td>446646</td>
<td>21994</td>
<td>04</td>
<td>9900</td>
<td>ANTR</td>
<td>UC3914</td>
<td>ABC PROJECT</td>
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</tbody>
</table>

**Quantity:** 01  **Description:** 65” PLASMA CONVERTER  **Add Value:** __________
**Model No:** A993827-2  **Manufacturer’s Name:** PLASMA EXPERTS, INC
**Building Name:** PS IV  **Room:** 115-C  **Requestor:** Josephson, J
**Serial #:** 448871711932  **Cost:** +8,233.76

Lines referred to: 00 __ __ __
Additional Information:

______________________________________________________________

**Message:**

F3 End  F6 Send E-mail  F8 Next Screen