

OREGON ACCOUNTING MANUAL		Number 15.55.00.PO
Oregon Department of Administrative Services State Controller's Division	Policy	Effective Date July 1, 2001
Chapter	Accounting and Financial Reporting	.1 OF .1
Part	Non-Capital Assets	
Section		Approval Signature on file at SCD

Authority [ORS 293.590](#)

Definition

- .101 **Non-capital assets** are tangible or intangible property used in agency operations having an initial estimated useful life beyond a single fiscal year and having an initial cost (inclusive of **ancillary charges**) of less than \$5,000. Examples are cell phones, calculators, laptop computers and firearms.

Accounting for Non-Capital Assets

- .102 Non-capital assets are to be expensed at the time of purchase, and are not to be capitalized in the agency's general ledger. Agency management may choose to track non-capital assets in the agency's property ledger, however. Agency management is responsible to ensure that internal controls are sufficient to provide reasonable assurance that state assets are not lost or stolen.
- .103 All surplus property, including non-capital assets, will be disposed of in accordance with the Department of Administrative Services, Transportation, Purchasing and Print Services Division, policies using a property disposition request (PDR) form.