



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

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May 3, 2001

**MEMORANDUM SA 01-34**

TO: Fiscal Officers  
All State Agencies

FROM: F. Howard Karlton, CPA  
Director

SUBJECT: Changes to the Uniform Chart of Accounts

The Office of Statewide Reporting and Accounting Policy (OSRAP) published the definition of all objects, revenue sources and balance sheet accounts in Chapter 21 of the Control Agencies Policies and Procedures Manual. It has become necessary to add objects to object category 45 and change the title of that object category to Travel/Training. It has also become necessary to revamp object category 70 Capital Outlay to include policy and reporting changes.

**21.2.3 Travel/Training**

Two new objects have been established to capture Information Technology (IT) costs for travel and training. All FY02 travel and training costs associated with information technology must use the new objects. These objects are to be used in conjunction with the activity 'TECH'. Listed below are the two new objects and their definitions:

**2550 In-State IT Travel/Training.** Expenditures for travel and training within the borders of Louisiana and adjacent states associated with Information Technology (IT) costs. This object is used in conjunction with the activity 'TECH' and includes the costs of meals, lodging, registration, conference, mileage, airline tickets, etc.

**2650 Out-of-State IT Travel/Training.** Expenditures for travel and training outside of Louisiana and adjacent states associated with Information Technology (IT) costs. This object is used in conjunction with the activity 'TECH' and includes the costs of meals, lodging, registration, conference, mileage, airline tickets, etc.

**21.2.8 Capital Outlay**

Major changes have taken place concerning movable property. In the October, 2000 issue of the *Louisiana State Register*, the Louisiana Property Assistance Agency (LPAA) amended LAC 34:VII.307 to change the dollar limit required to tag movable property from

\$250 to \$1,000. The Governmental Accounting Standards Board (GASB) is requiring the reporting of capital assets (including infrastructure assets) and depreciation (including governmental funds assets) in the Comprehensive Annual Financial Report (CAFR). To assist entities, the OSRAP has written SA Memorandum 01-31 providing statewide guidelines for capitalization and depreciation of capital assets. Further, the memo changes the capitalization threshold for movable property from \$250.00 to \$5,000.00.

To assist the entities, several new acquisition objects have been established and numerous others modified to have acquisitions broken into 3 basic groups:

1. Acquisitions under \$1,000 that are not taggable and not capitalized;
2. Acquisitions between \$1,000 and \$4,999 that are taggable but not capitalized; and
3. Acquisitions \$5,000 or more that are taggable and capitalized.

**The new and revised acquisition objects listed below must be used beginning July 1, 2001.**

**4410 Acquisitions-Capitalized Buildings.** Expenditures for purchasing structures used to house persons and/or property owned by a governmental unit *that are taggable and capitalized* (\$5,000 or greater). Includes the purchase or contract price, taxes, legal fees, architectural fees, and other purchase-related costs.

**4411 Acquisitions-Buildings.** Expenditures for purchasing structures used to house persons and/or property owned by a governmental unit *that are taggable but not capitalized* (\$1,000-4,999). Includes the purchase or contract price, taxes, legal fees, architectural fees, and other purchase-related costs.

**4412 Acquisitions-Buildings Costing Less Than \$1,000.** Expenditures for purchasing structures used to house persons and/or property owned by a governmental unit that are below the \$1,000 threshold *that are not tagged or capitalized*. Includes the purchase or contract price, taxes, legal fees, architectural fees, and other purchase-related costs.

**4420 Acquisitions-Capitalized Automobile.** Cost of automobiles, trucks, and trailers *that are taggable and capitalized* (\$5000 or greater). Includes all delivered accessories on the vehicle, taxes, title registration, and other purchase related costs

**4421 Acquisitions-Automobile.** Cost of automobiles, trucks, and trailers that are *taggable but not capitalized* (\$1,000-4,999). Includes all delivered accessories on the vehicle, taxes, title registration, and other purchase related costs.

- 4422 Acquisitions-Automobile Costing Less Than \$1,000.** Cost of automobiles, trucks, and trailers that are below the \$1,000 threshold and *not tagged or capitalized*. Includes all delivered accessories on the vehicle, taxes, title registration, and other purchase related costs.
- 4430 Acquisitions-Capitalized Aircraft.** Cost of Aircraft, including all delivered accessories on the aircraft, taxes, registration, and other purchase related costs *that are taggable and capitalized* (\$5,000 or greater).
- 4431 Acquisitions-Aircraft.** Cost of Aircraft, including all delivered accessories on the aircraft, taxes, registration, and other purchase related costs *that are taggable and not capitalized* (\$1,000-4,999).
- 4432 Acquisitions-Aircraft Accessories Costing Less Than \$1,000.** All delivered accessories on the aircraft, taxes, registration, and other purchase related costs that are below the \$1,000 threshold *that are non-taggable and non capitalized*.
- 4440 Acquisitions-Equipment.** Expenditures for the purchase of equipment *that is taggable property but not capitalized* (\$1,000-4,999). Includes installation charges, freight, taxes, and other purchase-related costs.
- 4441 Acquisitions-Equipment Costing Less Than \$1,000.** For the purchase of durable goods not required to be tagged under Louisiana Property Assistance guidelines because the acquisition cost is below the threshold of \$1,000 and *not tagged or capitalized*. However, this property has a useful life greater than one year.
- 4442 Acquisitions-Capitalized Equipment.** Expenditures for equipment *that is taggable property and capitalized* (\$5,000 or greater). Includes installation charges, freight, taxes, and other purchase-related costs.
- 4450 Acquisitions-Capitalized Software.** Expenditures for the purchase of electronic data processing software *that is capitalized and taggable* (\$5,000 or greater). Also includes vendor provided installation and training costs that may be bundled with the software. (\$5,000.00 or more per work station). **This object is used to record Information Technology expenditures.**
- 4451 Acquisitions-Capitalized Hardware.** Expenditures for the purchase of electronic data processing equipment *that is capitalized and taggable* (\$5,000 or greater). Includes mainframes, mid-range personal computers (PCs), peripherals, scanners, printers, disks, tape robotics, etc. **This object is used to record Information Technology expenditures.**

- 4452 Acquisitions-Capitalized Data Communications Facilities.** Expenditures incurred for data networks (LANs, WANS, Microwave/Circuits, Data Lines) *that is capitalized and taggable* (\$5,000 or greater). Examples are modems, routers, bridges, controllers, concentrators, analyzers, and switches. **This object is used to record Information Technology expenditures.**
- 4453 Acquisitions-Software.** Expenditures for the purchase of electronic data processing software *that is taggable but not capitalized*. Also includes vendor provided installation and training costs that may be bundled with the software. (costs from \$1000 to \$4,999 per work station). **This object is used to record Information Technology expenditures.**
- 4454 Acquisitions-Hardware.** Expenditures for the purchase of electronic data processing equipment *that is taggable but not capitalized* (\$1,000-4,999). Includes mainframes, mid-range personal computers (PCs), peripherals, scanners, printers, disks, tape robotics, etc. **This object is used to record Information Technology expenditures.**
- 4455 Acquisitions - Data Communications Facilities.** Expenditures incurred for data networks (LANs, WANS, Microwave/Circuits, Data Lines) *that are taggable but not capitalized* (\$1,000-4,999). Examples are modems, routers, bridges, controllers, concentrators, analyzers, and switches. **This object is used to record Information Technology expenditures.**
- 4456 Acquisitions-Software Costing Less Than \$1,000.** Expenditures for the purchase of electronic data processing software *that is not taggable or capitalized* whose cost is below the \$1,000 threshold per workstation. Also includes vendor provided installation and training costs that may be bundled with the software. **This object is used to record Information Technology expenditures.**
- 4457 Acquisitions-Hardware Costing Less Than \$1,000.** Expenditures for the purchase of electronic data processing equipment *that is not taggable or capitalized* whose cost is below the \$1,000 threshold. Includes mainframes, mid-range personal computers (PCs), peripherals, scanners, printers, disks, tape robotics, etc. **This object is used to record Information Technology expenditures.**
- 4458 Acquisitions-Data Communications Facilities Costing Less Than \$1,000.** Expenditures incurred for data networks (LANs, WANS, Microwave/Circuits, Data Lines) *that are not taggable or capitalized* whose cost is below the \$1,000 threshold. Examples are modems, routers, bridges, controllers, concentrators,

analyzers, and switches. **This object is used to record Information Technology expenditures.**

- 4460 Acquisitions-Farm and Heavy Movable Equipment.** Cost of agricultural, construction and heavy maintenance equipment *that is taggable but not capitalized* (\$1,000-4,999). Includes livestock for breeding or milk production and work animals at any cost. Cost would include purchase price, delivery charges, taxes, title fees, and other purchase related costs.
- 4461 Acquisitions-Capitalized Farm and Heavy Movable Equipment.** Cost of agricultural, construction and heavy maintenance equipment *that is taggable and capitalized* (\$5,000 or greater). Includes livestock for breeding or milk production and work animals. Cost would include purchase price, delivery charges, taxes, title fees, and other purchase related costs.
- 4462 Acquisitions-Farm and Heavy Movable Equipment Costing Less Than \$1,000.** Cost of agricultural, construction and heavy maintenance equipment *that is not taggable or capitalized* whose cost is below the \$1,000 threshold. Includes livestock for breeding or milk production and work animals at any cost. Cost would include purchase price, delivery charges, taxes, title fees, and other purchase related costs.
- 4470 Acquisitions-Household.** Equipment used in housekeeping, janitorial, and laundry functions *that is taggable but not capitalized* (\$1,000-4,999). Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.
- 4471 Acquisitions-Capitalized Household.** Equipment used in housekeeping, janitorial, and laundry functions *that is taggable and capitalized* (\$5,000 or greater). Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.
- 4472 Acquisitions-Household Costing Less Than \$1,000.** Equipment used in housekeeping, janitorial, and laundry functions *that is not taggable or capitalized* whose cost is below the \$1,000 threshold. Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.
- 4480 Acquisitions-Medical Equipment.** Equipment used in the treatment or diagnosis of sick or injured, including veterinary equipment *that is taggable but not capitalized* (\$1,000-4,999). Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.

- 4481 Acquisitions-Capitalized Medical Equipment.** Equipment used in the treatment or diagnosis of sick or injured, including veterinary equipment *that is taggable and capitalized* (\$5,000 or greater). Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.
- 4482 Acquisitions-Medical Equipment Costing Less Than \$1,000.** Equipment used in the treatment or diagnosis of sick or injured, including veterinary equipment *that is not taggable or capitalized* whose cost is below the \$1,000 threshold. Cost would include purchase price, delivery charges, taxes, installation charges, and other purchase related costs.
- 4490 Acquisitions-Office Equipment.** Equipment used in the operations of an office. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Includes office machines, furniture, furnishings, etc. *that are taggable but not capitalized* (\$1,000-4,999).
- 4491 Acquisitions-Capitalized Office Equipment.** Equipment used in the operations of an office. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Includes office machines, furniture, furnishings, etc. *that are taggable and capitalized* (\$5,000 or greater).
- 4492 Acquisitions-Office Equipment Costing Less Than \$1,000.** Equipment used in the operations of an office. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Includes office machines, furniture, furnishings, etc. *that are not taggable or capitalized* whose cost is below the \$1,000 threshold.
- 4500 Acquisitions-Educational, Recreational.** Equipment used for instruction and recreation *that is taggable but not capitalized* (\$1,000-4,999). Includes overhead projectors, pool tables, etc. Cost would include purchase price, delivery charges, taxes, installation charges and other purchase related costs.
- 4501 Acquisitions-Capitalized Educational, Recreational.** Equipment used for instruction and recreation *that is taggable and capitalized* (\$5,000 or greater). Cost would include purchase price, delivery charges, taxes, installation charges and other purchase related costs.
- 4502 Acquisitions-Educational, Recreational Costing Less Than \$1,000.** Equipment used for instruction and recreation *that is not taggable or capitalized* whose cost is below the \$1,000 threshold. Includes overhead projectors, pool tables, etc. Cost would include purchase price, delivery charges, taxes, installation charges and other purchase related costs.

- 4510 Acquisitions-Library.** Books, films, microfilms, recordings, and periodicals when maintained by an agency in a library for its general use *that are taggable but not capitalized* (\$1,000-4,999). Cost would include purchase price, delivery charges, taxes, and other purchase related costs.
- 4511 Acquisitions-Capitalized Library.** Books, films, microfilms, recordings, and periodicals when maintained by an agency in a library for its general use *that are taggable and capitalized* (\$5,000 or greater). Cost would include purchase price, delivery charges, taxes, and other purchase related costs.
- 4512 Acquisitions-Library Costing Less Than \$1,000.** Books, films, microfilms, recordings, and periodicals when maintained by an agency in a library for its general use *that are not taggable or capitalized* whose cost is below the \$1,000 threshold. Cost would include purchase price, delivery charges, taxes, and other purchase related costs.
- 4520 Acquisitions-Boats.** Boats and major components thereof, such as inboard and outboard motors *that are taggable, but not capitalized* (\$1,000- \$4,999). Cost would include purchase price, delivery charges, taxes, title fees, installation, licenses, and other purchase related costs.
- 4521 Acquisitions-Capitalized Boats.** Boats and major components thereof, such as inboard and outboard motors *that are taggable and capitalized* (\$5,000 or greater). Cost would include purchase price, delivery charges, taxes, title fees, installation, licenses, and other purchase related costs.
- 4522 Acquisitions-Boats Costing Less Than \$1,000.** Boats and major components thereof, such as inboard and outboard motors *that are not taggable or capitalized* whose cost is below the \$1,000 threshold. Cost would include purchase price, delivery charges, taxes, title fees, installation, licenses, and other purchase related costs.
- 4530 Acquisitions-Communications.** Equipment used for communications such as radios, antennae, Teletype machines, etc *that are taggable, but not capitalized* (\$1,000-\$4,999). Cost would include the purchase price, delivery charges, taxes, installation, and other purchase related costs.
- 4531 Acquisitions-Capitalized Communications.** Equipment used for communications such as radios, antennae, Teletype machines, etc *that are taggable and capitalized* (\$5,000 or greater). Cost would include the purchase price, delivery charges, taxes, installation, and other purchase related costs.

**4532 Acquisitions-Communications Costing Less Than \$1,000.** Equipment used for communications such as radios, antennae, Teletype machines, etc *that are not taggable or capitalized* whose cost is below the \$1,000 threshold. Cost would include the purchase price, delivery charges, taxes, installation, and other purchase related costs.

**4540 Acquisitions-Other.** Cost of equipment acquired that is not defined in another object account *that is taggable but not capitalized* (\$1,000-4,999).

**4541 Acquisitions-Capitalized Other.** Cost of equipment acquired that is not defined in another object account *that is taggable and capitalized* (\$5,000 or greater).

**4542 Acquisitions-Other Costing Less Than \$1,000.** Cost of equipment acquired that is not defined in another object account *that is not taggable or capitalized* whose cost is below the \$1,000 threshold.

The definitions for all objects, revenues, and balance sheet accounts can be found at the OSRAP web site (<http://www.state.la.us/OSRAP/PPM.htm>) under policy and procedures, Chapter 21.

If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097.

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