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**MEMORANDUM**

To: NCCU End Users  
From: Purchasing Department  
Subject: Processing Capital Assets in Eagle's Purch  
Date: October 4, 2011

This memorandum is being distributed to clarify the current process for entering fixed asset commodities in Eagle's Purch.

**Definition of Fixed Asset:**

The standards developed by the UNC Capital Assets Advisory Group states: "Initiation/Acquisition – Equipment: Equipment is recorded at the purchase price plus shipping fees, setup cost, and legal fees. By this definition, then, equipment does not include extended warranties, maintenance agreements, miscellaneous supplies (toner, oil, paper, etc.), or other optional items.

**Revised Procedure:**

Effective as of September 01, 2011 all purchases of equipment must include the following costs: **shipping, setup costs, and legal fees**. All of the mentioned cost plus the costs of the equipment MUST be entered on one line with the capital asset. **Example: Quote has equipment, shipping and set up costs on three lines. This would be entered in Eagle's Purch as a non-catalog item with one line (including in the description the product, shipping and set-up costs associated). The total line will equal the total amount of all mentioned cost. The quote should be attached electronically in Eagle's Purch.**

If you have any questions or concerns about processing requisitions for fixed assets commodities, please call your buyer before placing a requisition in Eagle's Purch.