

J. Types of Expenditures

8. Furniture/equipment

- a. All materials, supplies and equipment purchased with Foundation funds are the property of the university.
- b. Certain types of equipment purchases must be reported to the university Property & Fund Management Office for inventory purposes. The **“Transmittal Form for Non-Cash Gifts”** is also used for this purpose and must be submitted together with the request for payment or requisition for a purchase order for the following items:
 - i. Equipment purchases having a useful life of more than one year and an acquisition cost of over \$5,000 per unit.