

Exhibit 1: Personal Property Management Quick Reference					December 2010
Accountable Property	Is <u>non-expendable</u> personal property that is defined as property that has a continuing use, is not consumed in use, is of a durable nature, has an expected service life of 2+ years, may be sensitive property, may/may not be charged to a general ledger control account; and for which accountability or property control records are maintained. This exhibit also describes <u>system-controlled</u> , <u>bureau-managed</u> , <u>capitalized</u> , <u>software</u> , <u>expendable</u> , <u>sensitive</u> , and <u>stores</u> property.				
Property Categories & Thresholds	Record in FBMS	Maintain in Local Inventory	Inventory Not Required	Capitalize	Summary/Examples
<u>System-controlled property</u> (≥\$5K)	X				Is <u>non-expendable</u> property (includes donated & contractor-held) that is at or exceeds this threshold. <u>System-controlled property</u> also includes <u>capitalized</u> , <u>software</u> , and <u>sensitive property</u> (thresholds outlined below); and license plate property regardless of cost.
<u>Bureau-managed (local) property</u> [1] (\$300 to <\$5K)		X			Is <u>non-expendable</u> property and equipment (excluding furniture) that falls at or between this cost threshold. Includes trailers or motorized equipment without a license plate, printers, fax machines, etc; and wireless e-mail devices. This also includes ammunition and Electronic Control Device (ECD) cartridges, regardless of cost.
<u>Bureau-managed property</u> [2] (≤\$300)			X		Is <u>non-expendable</u> property and equipment that falls at or under this cost threshold. Items in this category may be tracked on a local inventory as determined by a Region, Accountable Officer, or supervisor.
<u>Capitalized property</u> (≥\$15K)	X			X	Is <u>non-expendable</u> property that is at or exceeds this cost threshold.
<u>Software</u> (≥\$100K)	X			X	That is at or exceeds this threshold per software license.
Expendable property (<\$300)			X		Is non-sensitive property with a normal life expectancy of less than 2 years, such as office supplies.
<u>Sensitive property</u>	X				Are all desktop, laptop, or notebook computers and tablets (e.g., iPads®); ECDs (e.g., TASERs®); and firearms.
<u>Stores property</u>		X			Is expendable or <u>non-expendable</u> property acquired for future use, usually in substantial quantity and controlled in an inventory system.