State and Research PCARD

Below Threshold Equipment Purchase Guidelines

Below Threshold Equipment ($500 - $4,999)

Copies of receipts and/or shipping documents for items listed below purchased on State or Research PCARDs need to be sent to Deb Snyder, ESF Property Control Assistant (dsnyder@esf.edu) for issuance of a control tag.

Below Threshold Equipment ($500 - $4,999) includes but is not limited to the following items:

- Computers
- Laptops
- IPads *
- 40" - 70" Monitors
- Printers
- Copiers
- Cameras/projectors
- Refrigerators/Freezers (both for kitchen and labs)
- Washers/dryers
- Kitchen ovens and dishwashers
- Furniture
- Used Vehicles (trucks, boats, SUV’s, vans, snowmobiles, outboard motors, ATV’s, trailers)
- Garage/Maintenance Equipment (snow blowers, power/steam washers, riding vacuum cleaners, riding floor sweepers, riding mowers, power tools, large portable air conditioning units...)
- Used farm/agricultural equipment (loaders, tractors, backhoes, harvesters, spreaders, utility trucks...)
- Scientific equipment (spectrophotometers, spectrometers, drying ovens, chromatographs, centrifuges, microtomes, surveying equipment, sensors, balances, microscopes, sterilizers ...)

*IPads are below $500 cost, but because they are portable it is important that they are tagged.