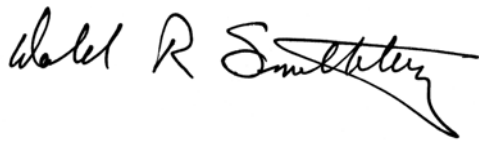


**LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
HEALTH CARE SERVICES DIVISION
BATON ROUGE, LA**

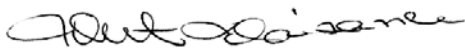
POLICY NUMBER: 2529-04
CATEGORY: Fiscal
CONTENT: Capitalization and Depreciation – Fixed Assets less than \$5,000
EFFECTIVE DATE: July 1, 2004
INQUIRIES TO: Director of Financial Services
LSU Health Sciences Center
Health Care Services Division
8550 United Plaza Blvd., 3rd Floor
Baton Rouge, LA 70809
(225) 922-1157 Fax: (225) 922-1121



2/3/05

Vice Chancellor & Chief Executive Officer
LSU Health Sciences Center
Health Care Services Division

Date



2/2/05

Deputy Chief Executive Officer
LSU Health Sciences Center
Health Care Services Division

Date



1/31/05

Director of Financial Services
LSU Health Sciences Center
Health Care Services Division

Date

I. General

It is the policy of the Health Care Services Division to record and track only those fixed assets, leasehold improvements, building improvements, depreciable land improvements, software, and any other non-movable assets with an initial cost of \$5,000 or more (including freight and taxes). The Health Care Services Division (HCSD) wishes to be consistent with this policy. Therefore, the Health Care Services Division is adopting the following. When there are questions regarding the treatment of these capitalized assets, please contact the HCSD Comptroller or the Financial Asset Manager.

II. Capitalized Property referred to in this Policy

1. Fixed assets, leasehold improvements, building improvements, depreciable land improvements, software, and any other non-movable assets with a capitalized cost (including freight and taxes) of less than \$5,000.
2. Fixed assets, leasehold improvements, building improvements, depreciable land improvements, software, and any other non-movable assets which have been fully depreciated for both financial reporting and cost reporting purposes.

III. Action

When fixed assets, leasehold improvements, building improvements, depreciable land improvements, software, and any other non-movable assets meet both criteria in Section II they shall be removed from all asset recording systems.