

Columbia University Finance Training

Job Aid: Completing Capital Asset Requisition Requirements

This Job Aid details how to complete fields required for Capital Asset Items when checking out a Requisition.

Capital Asset Item Category Codes and Account Numbers

When adding the items that are **equal or greater than \$5,000** with the following Category Codes, you must edit the Item Details on your Requisition with the appropriate Account, as listed in the table below, and update other Line Details:

Category Code	Category Code Description	Account Number
12140000	Elements and Gases	68020 - CAPITAL SCIENTIFIC EQUIPMENT
23180000	NEW CC Food and Beverage Equipment	68010 - CAPITAL EQUIPMENT-GENERAL
23261507	3D Printing devices	68025 - CAPITAL COMPUTER EQUIPMENT
25100000	Motor vehicles	68080 - VEHICLE PURCHASE
25111900	Marine craft systems and subassemblies	68010 - CAPITAL EQUIPMENT-GENERAL
26110000	Batteries and generators and kinetic power transmission	68010 - CAPITAL EQUIPMENT-GENERAL
2614240001	Radioactive Equipment	68020 - CAPITAL SCIENTIFIC EQUIPMENT
32100000	Printed circuits and integrated circuits and micro assemblies	68100 - R&D COMPONENT PARTS-CAPITAL
32130000	Electronic hardware and component parts and accessories	68100 - R&D COMPONENT PARTS-CAPITAL
40151500	Pumps	68100 - R&D COMPONENT PARTS-CAPITAL
41100000	Laboratory and Scientific Equipment	68100 - R&D COMPONENT PARTS-CAPITAL
41100000	Laboratory and Scientific Equipment	68020 - CAPITAL SCIENTIFIC EQUIPMENT
41102600	Animal Laboratory Equipment & Accessories	68020 - CAPITAL SCIENTIFIC EQUIPMENT
41102600	Animal Laboratory Equipment & Accessories	68100 - R&D COMPONENT PARTS-CAPITAL
41102601	Laboratory Cages for Small Animals	68100 - R&D COMPONENT PARTS-CAPITAL
41102601	Laboratory Cages for Small Animals	68020 - CAPITAL SCIENTIFIC EQUIPMENT
4110350201	Fume Hoods - Biosafety Cabinets	68020 - CAPITAL SCIENTIFIC EQUIPMENT
41104200	Laboratory Water Purification & Supplies	68020 - CAPITAL SCIENTIFIC EQUIPMENT
41110000	Measuring and Observing and Testing Equipment	68020 - CAPITAL SCIENTIFIC EQUIPMENT
41110000	Measuring and Observing and Testing Equipment	68100 - R&D COMPONENT PARTS-CAPITAL
41112220	Laboratory Freezer or refrigerator thermometer	68020 - CAPITAL SCIENTIFIC EQUIPMENT
41115307	Lasers	68020 - CAPITAL SCIENTIFIC EQUIPMENT
41115307	Lasers	68100 - R&D COMPONENT PARTS-CAPITAL
41120000	Laboratory Supplies & Fixtures	68100 - R&D COMPONENT PARTS-CAPITAL
42000000	NEW CC Medical Equipment and Accessories and Supplies	68050 - CAPITAL FURNITURE-GENERAL
42000000	NEW CC Medical Equipment and Accessories and Supplies	68010 - CAPITAL EQUIPMENT-GENERAL
42140000	Patient Care and Treatment Products and supplies	68010 - CAPITAL EQUIPMENT-GENERAL
42150000	Dental Equipment and Supplies	68010 - CAPITAL EQUIPMENT-GENERAL
42151700	Dental Clinical Furniture	68050 - CAPITAL FURNITURE-GENERAL
42200000	Medical diagnostic imaging and nuclear medicine products	68010 - CAPITAL EQUIPMENT-GENERAL
42201800	Medical diagnostic x ray products	68010 - CAPITAL EQUIPMENT-GENERAL
42203900	NEW CC Medical radiation detection or monitoring products	68020 - CAPITAL SCIENTIFIC EQUIPMENT
42281500	Autoclave and sterilizer equipment and accessories	68020 - CAPITAL SCIENTIFIC EQUIPMENT
43190000	COMMUNICATION EQUIP-Minor	68025 - CAPITAL COMPUTER EQUIPMENT
43190000	COMMUNICATION EQUIP-Minor	68010 - CAPITAL EQUIPMENT-GENERAL
43210000	Computer equipment & accessories	68025 - CAPITAL COMPUTER EQUIPMENT
43210000	Computer equipment & accessories	68100 - R&D COMPONENT PARTS-CAPITAL
43211502	High end computer servers	68025 - CAPITAL COMPUTER EQUIPMENT

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43222600	Network service equipment	68025 - CAPITAL COMPUTER EQUIPMENT
43230000	Software	68100 - R&D COMPONENT PARTS-CAPITAL
44101700	Printer, photocopier and other office machines and their accessories	68025 - CAPITAL COMPUTER EQUIPMENT
46151600	Security and control equipment	68010 - CAPITAL EQUIPMENT-GENERAL
49220000	Sports Equipment and accessories	68010 - CAPITAL EQUIPMENT-GENERAL
49240000	NEW CC Recreation playground swimming and spa supplies	68010 - CAPITAL EQUIPMENT-GENERAL
52140000	Domestic appliances	68010 - CAPITAL EQUIPMENT-GENERAL
52161500	Audio and visual equipment	68010 - CAPITAL EQUIPMENT-GENERAL
52161500	Audio and visual equipment	68100 - R&D COMPONENT PARTS-CAPITAL
56000000	Furniture and Furnishings	68050 - CAPITAL FURNITURE-GENERAL
56120000	Classroom, instructional, institutional furniture, fixtures	68050 - CAPITAL FURNITURE-GENERAL
56122000	Laboratory Furniture	68050 - CAPITAL FURNITURE-GENERAL
60120000	Arts and crafts equipment and accessories and supplies	68010 - CAPITAL EQUIPMENT-GENERAL
60130000	Musical Instruments and parts and accessories	68010 - CAPITAL EQUIPMENT-GENERAL
70111706	GROUPS/OUTDOOR EQUIP-Minor	68010 - CAPITAL EQUIPMENT-GENERAL
78121600	Shipping and Handling	68100 - R&D COMPONENT PARTS-CAPITAL
81101706	Laboratory equipment maintenance	68100 - R&D COMPONENT PARTS-CAPITAL
85121802	Biological Laboratory Services	68100 - R&D COMPONENT PARTS-CAPITAL

Entering the Goods and Services Request Form Item Description

If you are purchasing a Capital Asset on a Non-Catalog Requisition utilizing the Goods and Services Request Form, you must enter the **Item Description** using the general description of the item in under 30 characters.

If you are purchasing from a Catalog Supplier, you do not need to edit the Item Description provided by the Supplier.

In the example above, the actual item being purchased is “Isotemp 180 Refrigerated Incubator, 178 L, Stainless Steel”. The Item Description was correctly entered as “Refrigerated Incubator”.

Editing the Non-Catalog Requisition Item Description

If a Requisition has been returned to you by an Approver because the Item Description was entered incorrectly, you open the returned Requisition and then return to the Goods and Services Request Form to edit the Item Description field.

1. On the Requisition page, click the **Goods and Services Request Form** link.

Requisition • 4345762

Summary Taxes/SAH PO Preview Comments Attachments History

1 Item

LABCON NORTH AMERICA - 1 Item - 6,000.00 USD

SUPPLIER DETAILS OK Ordering: 1: 75 Branch Brook Drive, 45 W 60Th S...

Contract no value PO Number To Be Assigned

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	Goods and Services Request Form					
1	Refrigerated Incubator		EA	6,000.00	1	6,000.00

ITEM DETAILS

Internal Attachments Add

Requested Delivery Date no value

Category Code 41100000 / Laboratory and Scientific Equipment

Account 61500 LAB SUPPLIES-GENERAL

Budget Year no value

Capital Asset Type N/A

Asset Location no value

Asset Profile ID no value

Capital Related Tag / Asset ID (if known) no value

Asset Custodian no value

The Goods and Services Request Form appears.

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Procurement Request • Goods and Services Request Form

Suppliers Form Fields Review and Submit

Suppliers

Selected Supplier

Supplier Name	Doing Business As	Ordering Address
LABCON NORTH AMERICA	LABCON NORTH AMERICA	Ordering: 1: 75 Branch Brook Drive, 45 W 60Th S, PETALUMA, California 94954 United States

Search Registered Suppliers

Supplier

Zip Code

Clear Search

Summary

On Document

Goods and Services Request Form

Created Date 4/8/2026

Form Number 1284630

Purpose Procurement Request

2. From the **Navigation** tabs, click the **Form Fields** tab and the select **Goods Item** (or Service Item) link.

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Procurement Request • Goods and Services Request Form

Suppliers Form Fields Review and Submit

Purchasing Information Goods Items Required Attachments

Items Page

This section of the request allows you to add up to 10 items from your selected suppliers. If you need more than 10 items, you can add them after you complete this form and add it to your cart.

Multiple Invoices?

Are multiple invoices expected for this goods purchase? (Amount Only) ☒ Yes ☐ No

Item 1

Item 1

Item Description Refrigerated Incubator

Summary

On Document

Goods and Services Request Form

Created Date 4/8/2026

Form Number 1284630

Purpose Procurement Request

3. Make your edit in the Item Description field and click the **Save Progress** button to save your edit.
4. Click the **Back to Requisition** arrow in the upper left to return to your Requisition. DO NOT click the Add and go to Cart button on the Review and Submit page or else the items in the form will be duplicated in your requisition.
5. Resubmit your Requisition for approval.

Completing Capital Asset Line-Item Details at Checkout

1. When [checking out your Requisition](#), navigate to the Line Item Details for the Capital Asset Item.

2. Click the **Edit Line-Item Details** icon. The Edit Line Item Details window appears.

3. Enter the correct **Account** based on the Asset you are procuring.

4. Select the **Capital Asset Type** from the dropdown.

Note: If the Account is 68100, you must select Fabrication.

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5. Enter the **Asset Location** value based on the campus address the asset will be located.

The screenshot shows the 'Custom Field Search' dialog box with a list of asset locations. The 'Asset Location' field in the main form is highlighted with a red box and a search icon.

Value	Description
0513200200	560RiversideDriveFL20RM200
10000100EC	2920 BroadwayFL01, RM00EC
1000010109	2920 BroadwayFL 01, RM0109
1000011AAA	2920 BroadwayFL01, RM1AAA
100001E179	2920 BroadwayFL01, RME179
100001E180	2920 BroadwayFL01, RME180
1000020204	2920 BroadwayFL02RM204

Click the **Search** icon to search and select available addresses.

6. Enter the **Asset Profile ID** that best matches the asset you are procuring. If you selected Fabrication as the Capital Asset Type, you must select an Asset Profile ID that begins with “FAB”.

The screenshot shows the 'Custom Field Search' dialog box with a list of asset profile IDs. The 'Asset Profile ID' field in the main form is highlighted with a red box and a search icon.

Value	Description
BELEC-20	BUILDING-ELECTRICAL-20YR-ICR
BELEV-20	BUILDING-ELEVATOR-20YR-ICR
BFXEQ-15	BUILDING-FIXED EQUIP-15YR-ICR
BGC-40	BUILDING-GEN CONSTRUC-40YR-ICR
BHVAC-17	BUILDING-HVAC-17YR-ICR
BINTC-15	BUILDING-INTER CONST-15YR-ICR
BLEAS-20	BUILDING-CAP LEASE ASSET-20YR

Click **Search** icon to search and select available Profile ID's.

7. Enter the **Capital Related Tag / Asset ID (if known)**.
8. If you selected Capital Equipment as the Capital Asset Type, you must enter the **UNI** of the of the **Asset Custodian**. The Asset Custodian is who will be responsible for the disposition of the equipment, usually a Principal Investigator, but could also be a lab/IT/office/practice/facilities/business manager.

The screenshot shows the 'Custom Field Search' dialog box with a list of asset custodians. The 'Asset Custodian' field in the main form is highlighted with a red box and a search icon.

Value	Description
aa164	Alfred Arce Jr
aa170	Alicia Alicea
aa2030	Angela Adames
aa2037	Altagracia Aristy
aa2091	Anketil Abreu
aa2158	Ana Almanzar
aa2289	Anne Albano

Click the **Search** icon to search and select available names and UNI's.

9. Click the **Save** button. Complete any outstanding required Requisition fields and place your order.

Getting Help

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>