ASSET MANAGEMENT DEFINITIONS AND MASTER ASSET LIST

Category 1 — Emergency Operations Equipment ($500 or Sensitive)
Assets under this category are used for emergency situations within the agency. These assets are assigned to centralized warehouses and are managed by DOI.

- Portable work light
- Air conditioner
- Heater
- Generator
- Air circulator
- Canopy

Category 2 — Security ($500 or Sensitive)
Assets under this category relate to security equipment including Firearms and Key-Tool control assets.

- Two-way radio
- Ballistic vest
- Safe
- Firearms
- Key-tool control
- Ballistic helmet
- Optics
- Radio repeater
- Security technology (body cameras)
- Taser
- Stab vest

Category 3 — Agri-Services ($500 or more)
Assets under this category are used for Agri-services farm equipment.

- Adler saddle stitcher
- Baler
- Chute
- Cultivator
- Feed Mixer
- Harrow
- Implement
- Cutter
- Planter
- Log splitter
- Mower
- Plow
- Rake
- Swather
- Tractor

Category 4 — Laundry ($500 or more)
Assets under this category include all assets used to launder staff and inmate clothing.

- Washer
- Dryer
- Embroidery machine
- Sewing machine
- Ironing press
- Laundry cart

Category 5 — Peripheral Device (IT) (No Threshold)
Assets in this category include but not limited to:

- Projector
- Printer
- Joystick
- Microphone
- Digital camera
- Audio/Visual Equipment
- Conference webcam (purchase price exceeds $100)
- Docking station
- Scanner
- Timeclock
- Video camera
- Hard drive
- Stamp machine (may be leased)
- Shredder (large scale)

Category 6 — Physical Security ($500 or Sensitive)
These assets include all equipment under the control of the Physical Security unit to include but not limited to:

- Tools
- Audio/visual
- Power management
- Network

Category 7 — C&M ($500 or more)
Assets under this category relate to general tools, outside equipment and heavy machinery.

- Lawn equipment
- Compressor
- Window unit
- Brake lathe
- Conex Box
- Cutting Machine
- Floor Jack
- Forklift
- Welder
- Generator
- Fan
- Drill Press
- Scanning Tool
- Tools

Category 8 — Food Service ($500 or more)
Assets under this category relate to food service equipment. These assets include all cooking and prep machines:

- Heavy duty blender
- Meat slicer
- Brewer
- Warmer
- Mixer
- Convection oven
- Kettle
- Oven
- Braising pan
- Refrigerator
- Ice machine

- Drying rack
- Dishwasher
- Drink station

Category 9 — Furniture ($500 or more)
Furniture that was purchased for $500.00 or more.

Category 10 — Medical ($500 or more)
Assets under this category include any and all equipment that is specific to the practice of medicine including, but not limited to:

- Exam table
- Screener
- AED machine
- Oxygen concentrator
- Ultrasonic sculler
- Blood pressure pulse rate machine
- Dentist chair
- ECG/EKG machine
- Telehealth equipment
- Dental sensors

Category 11 — Mobile Communications (No Threshold)
Assets under this category are for state-issued cellphones and tablets for the agency. The assigned mobile communications coordinator will add/delete and check out assets from this category.

- Smartphones
- iPad
- Flip phone
- Portable hotspot

Category 12 — Vehicles ($500 or more)
Assets under this category are for all state issued vehicles and related vehicle assets.

- Agency vehicles

Category 13 — Recreational Equipment ($500 or more)
Assets under this category are for recreational equipment.

- Exercise bike
- Endurance rower
- Stair master
- Treadmill
- Elliptical machine
- Dumbbell set
- Pool table
- Foosball Table
- Arcade Machine
- Ping pong table
- Trailer
- ATV
- Golf Cart
- Gator

14 — Computers (No Threshold)
Assets under this category are for all state issued computers.

- Desktop computers
- Laptop computers
- Mini or small form factor desktops
- Kiosk
- Surface pro
- Telepresence
- Time clock kiosk

Category 15 –- Computer Monitors (No Threshold)
Assets under this category are for all state issued computer monitors.

- All computer monitors / all sizes

Category 16 – VoIP Telephone (No Threshold)
Assets under this category are for all state issued VoIP telephones.

- VoIP Phone
- VoIP Telephone Adaptor

Category 17 – Televisions (No Threshold)
Assets under this category are for all televisions/video displays.

- All sizes/manufacturers/models
- Displays used without a computer or specifically made to be used as a television