

# Carroll County Public Schools

## Finance Office

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From the Desk of: **Jessica Schindler, Senior Accountant**  
**410-386-1814** (direct)

To: All Cost Centers

From: Jessica Schindler, Senior Accountant

Date: June 18, 2015

Re: Technology Services Sensitive Items (3-28)

After much debate and several conversations among Tech Services, Finance, and our auditors, it has been determined that components of the *integrated carts* which include: the projector, labor costs, cables, ceiling mounts, ceiling mount adjust pole, and ceiling plate-speed connect will all be coded as one unit to **3-28**.

The Promethean Intelligent Classroom Components will also be coded to **3-28**. The intelligent classroom components include the following depending on the quote type: Promethean ActivBoard, labor costs, connection accessories pack (super booster/installation), Active Panel, as well as all of the installation hardware options on the quote should be coded to **3-28**.

The reason that we are coding the entire unit to 3-28 instead of breaking it up between 3-25, 3-28, and 2-99 is due to consistency. We need to treat the sensitive items just as we would a capital asset over \$5,000.00. As such, all costs associated with the purchase and installation of each unit, which can include parts and labor, need to be coded to 3-28.

### **3-28 (Technology Sensitive Items) include:**

1. Promethean Intelligent Classrooms (see above)
2. Integrated Carts (see above)
3. Video Conference Equipment
4. Switches
5. Servers
6. Phone Systems
7. Computers

The Active Vote, Active Expressions, Active Slates, Active Pens will be coded to **3-29 according to the new Sensitive Item Guidelines**.

Should you have any coding questions when preparing the requisitions or creating the purchase orders please contact Jessica Schindler in the Finance Office.