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TO: All State Agencies
Chief Fiscal Officers

FROM: Robert L. Childree
State Comptroller

SUBJECT: Purchase Orders for Computers and Monitors

The State now has separate hardware contracts for computers (CPUs) and monitors. Therefore, the purchase of computers and monitors should not be 'bundled' and both coded to the same object code of 1400 even if the purchase order is to the same vendor. Typically, the computer is greater than \$500 and should be coded to 1400 with a State Auditor property number following the QAx-xxxxxxx format in the description field. The monitor will usually be less than \$500 and should be coded to 0900 with no property number in the description field. However, if the monitor is over \$500 it should be coded to 1400 and given a separate State Auditor property number. When setting up purchase orders for the new year please insure that they are coded correctly.

If you need additional information please contact Lisa Chadwick at (334) 242-7061 or lisa.chadwick@comptroller.alabama.gov or Kathleen D. Baxter at (334) 242-4857 or kathleen.baxter@comptroller.alabama.gov.

RLC/kdb