

All:

In preparation for the upcoming GEARS Fixed Asset project, we have made some modifications to existing processes. These changes will allow the system to begin gathering the required data to capture future asset information and will impact requisitions entered into GEARS for the purchase of fixed assets, which is identifiable by the use of the below specified accounts. The requisition process using any other accounts (not shown below) has not changed and the current process should continue to be followed.

07 Motor Vehicle	0701	Purchase and Lease Costs	Passenger cars, station wagons, carryalls & vans that are used as land vehicles.
10 Equipment Replacement	1006	Equipment Replacement	Replacement of office equipment, phones/systems, \$1,000 or greater per unit cost (ex. scanners, copiers, faxes), sensitive* items \$250 or greater, and other approved capitalized items.
	1015	Furniture Replacement	Replacement of office furniture \$1,000 or greater per unit cost and other approved capitalized items.
	1031	Computer Related Equipment Replacement	Replacement of computer related equipment \$1,000 or greater per unit cost (ex. PC replacement), sensitive items \$250 or greater, and other approved capitalized items.
	1099	Other Equipment Replacement	Other capitalized replacement equipment that cannot be classified elsewhere.
11 Equipment Additional	1106	Equipment Additional	New office equipment, phones/systems, \$1,000 or greater per unit cost (ex. scanners, copiers, faxes), sensitive* items \$250 or greater, and other approved capitalized items.
	1115	Furniture Additional	New office furniture \$1,000 or greater per unit cost and other approved capitalized items.
	1131	Computer Related Equipment Additional	New computer related equipment \$1,000 or greater per unit cost (ex. new PC's), sensitive items \$250 or greater, and other approved capitalized items.
	1199	Other Equipment Additional	Other capitalized new equipment that cannot be classified elsewhere.
14 Land & Structures	1415	Building Improvements	Total project costs over \$50,000 incurred to modify or adjust the interior space arrangement or other physical characteristics of an existing facility, including equipment, services, utilities, security, etc. This would be considered a capital improvement.

The revised tip sheets have been loaded to the GEARS courtnet site. The basic difference between the two fixed asset requisition tip sheets are whether the ordered items will be received in a warehouse directly or if the item(s) will be received locally first.

This change is effective immediately and impacts requisitions for both AY2019 and AY2020. Please be sure to contact the GEARS team via Service now for assistance or if you should have any questions about the change.

Thank you,



Tammy Sitar. CPA
Maryland Judiciary
Deputy Director, Budget and Finance
GEARS, Project Team
580 Taylor Ave, Bldg A-4
Annapolis, MD 21401
410-260-1419 Office
443-496-2926 Cell
410-260-1290 Fax
tammy.sitar@mdcourts.gov