Is the cost for an individual item, including shipping, $100 or more?

- NO
  - Will the item be permanently installed inside a piece of equipment?
    - NO
      - Is the lifespan of the item longer than 1 year?
        - NO
          - This is Commodity.
        - YES
          - This is Equipment.
    - YES
      - Will the installed item enhance or upgrade the host equipment?
        - YES
          - Code as Equipment and note the inventory tag number of host equipment.
        - NO
          - This is a Contractual Service. (Repair/Replacement)

This is Equipment.