Creating a Write-Off - Lost or Improper Disposal Retirement Document

PURPOSE: To retire an asset that was lost or disposed of improperly.

From the Main Menu screen, click on **Capital Assets**.

In the **Reference** box, click on the **Asset Retirement Global** link.

The Asset Retirement Reason Lookup screen will open. Click on **Search** to retrieve a list of retirement reasons.
Click on the return value link for reason code 3, **Write Off (Lost/Improper Disposal)**.

An Asset Retirement Global document will open.

Enter a **Description** in the **Document Overview** tab. *Example:* Writing-Off lost Projector

Use the **Explanation** field (also located in the **Document Overview** tab) to provide a brief reason for the write-off. *Example:* Projector may have been sent to surplus, but there is no paperwork confirming this.

In the **Asset Detail Information** tab, search for the asset number by clicking on the magnifying glass icon to the right of the **Asset Number** field. **Note:** Multiple assets can be written-off using one document. If you are writing-off more than one asset, use the Look Up/Add Multiple Asset Lines magnifying glass icon to search for assets by Asset Rep name or Building and Room number. Otherwise, repeat the Asset Number lookup process for each asset.
Using the Asset Number magnifying glass icon lookup, the Asset Lookup screen will open. Search for an asset by entering known asset information, such as the **Tag Number** (CSU decal number). After entering known information, click on the **Search** button.

When the search results are retrieved, confirm it is the correct asset and click on **Return Value**.

This will return you to the main screen of the document and the asset number will be populated in the **Asset Number** field. Click on the **Add** button to pull the asset info into the document. **Note:** If you do not click the **Add** button, the asset will not be retired, and you will need to resubmit a new document!

The asset information will be imported into the document.
Provide any notes and attachments in the **Notes and Attachments** tab. **Note:** The minimum required information includes the circumstances for the write off and an Action Plan detailing how you will improve your equipment management procedures to avoid future write offs. If there are multiple circumstances involving multiple assets, it is easier to use a word document detailing the department’s action plan. You must click the **Add** button or you will lose the attachment.

In the **Ad Hoc Recipients** tab, ad hoc anyone that is required or necessary (and not already shown in the route log) by clicking on the magnifying glass icon to the right of the **Person** field. **Note:** The department head is required as an **APPROVER for this document.** Search for required approvers by clicking on the magnifying glass icon to the right of the **Person** field. Select return value for the appropriate person(s). **Note:** You must click the **Add** button or the ad hoc will not be added. **Note:** An example of an Action Plan and necessary information is included on the last page.
Click on **Submit** when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If you see an error message instead (in red lettering), read the explanation of the problem – correct the error and resubmit.
To prevent loss to the University and best practices for investigating missing equipment

1. Review annually and make necessary corrections to all assets assigned to your responsibility.
2. Do not release custody of capital assets without consulting the Kuali Rep within your department or your inventory specialist with Property Management.
3. “Lookup all Related Capital Asset Documents” for clues to the last known location.
4. Search through all EACR forms submitted since the last inventory.
5. Contact all known associates or lab personnel that may have worked with or around the equipment.
6. Contact all department and/or lab managers in case equipment was relocated/swapped/traded.
7. Contact all related departments on campus (particularly if you have research or operations in multiple buildings).
8. Search storage rooms, holding areas or warehousing locations.
9. Check service records in the event something has been sent out for maintenance.

ACTIVE CAPITAL INFORMATION Equipment explanation of loss required fields.

To be filled out by the DPC:

Decal#
Corrective Action
Action Plan

To be filled out by the asset rep:

History of responsibility:
History of location:
Investigation:
Explanation of loss: