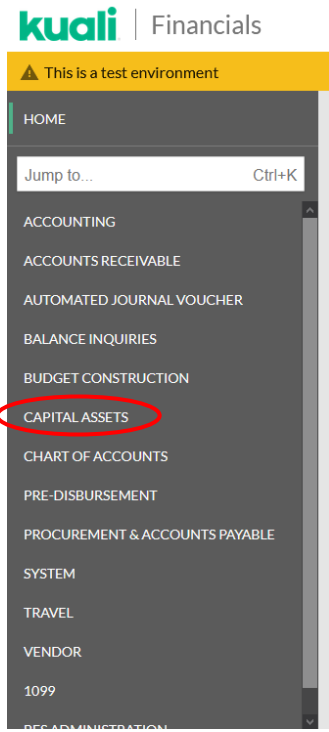


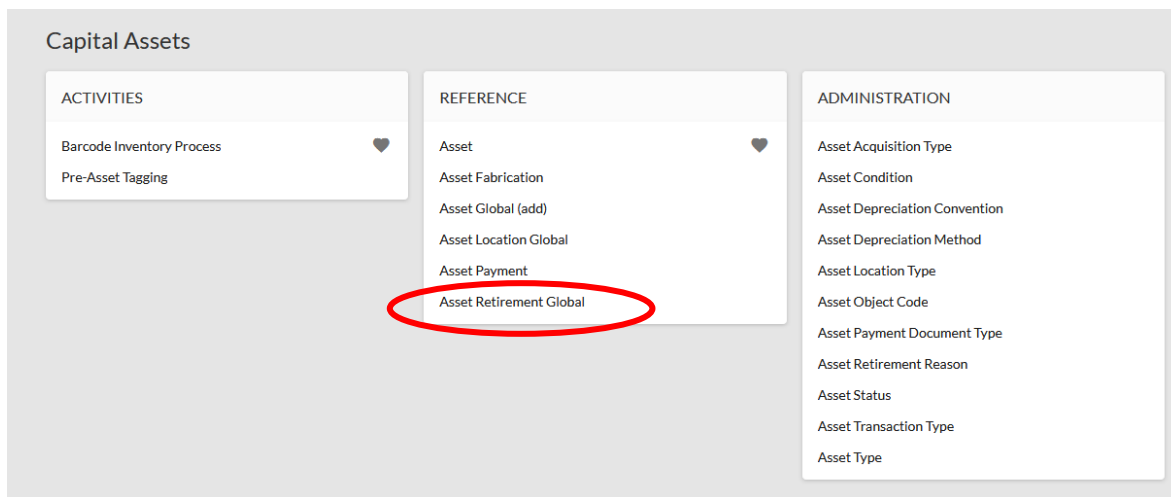
## Creating a Write-Off - Lost or Improper Disposal Retirement Document

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

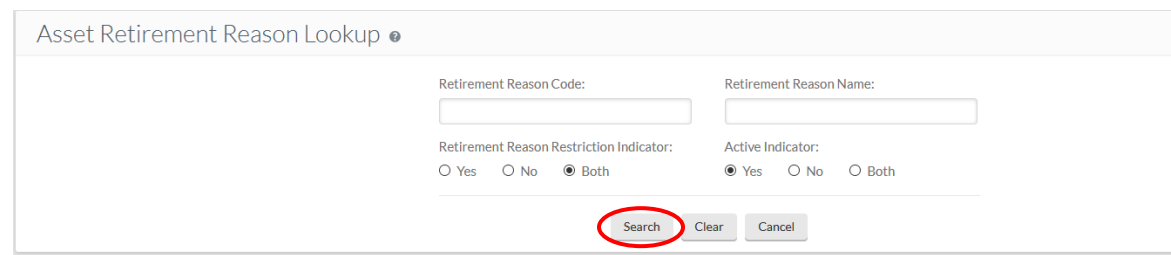
From the Main Menu screen, click on **Capital Assets**.



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)**.

Return Value	Retirement Reason Code	Retirement Reason Name	Retirement Reason Restriction Indicator	Active Indicator
	X	Expired Fund - Remaining Equip	Yes	Yes
	0	Credit	Yes	Yes
	1	Sold	Yes	Yes
<a href="#">return value</a>	2	Trade-in	No	Yes
<a href="#">return value</a>	3	Write-Off (Lost/Improper Disposal)	No	Yes
	4	Recycled	Yes	Yes
	5	Cannibalized	Yes	Yes
	6	Equipment Release	Yes	Yes
<a href="#">return value</a>	7	Theft	No	Yes
	8	Destroyed	Yes	Yes
<a href="#">return value</a>	9	External Transfer	No	Yes
	A	Auction (public surplus auction)	Yes	Yes
	C	Check Canceled	Yes	Yes
	E	Asset Created in Error	Yes	Yes
	H	Retirement of Control Assets	Yes	Yes
	J	General Error Correction	Yes	Yes
	M	Merged	Yes	Yes
	P	Plant Fund Retirement	Yes	Yes
	R	Razed	Yes	Yes
	S	Asset Separated Retirement	Yes	Yes
	W	Software Termination	Yes	Yes

An Asset Retirement Global document will open.

Asset Retirement Global

Initiator: m3@colostate.edu Created: 12:36 PM 12/03/2020

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

Description:

Explanation:

Organization Document Number:

RETIREMENT INFORMATION

NEW

Retirement Reason

Retirement Reason Code: 3 - Write-Off (Lost/Improper Disposal)

Retirement Date:

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.*

ASSET DETAIL INFORMATION

NEW ASSET RETIRED

Look Up/Add Multiple Asset Lines

\* Asset Number:

ADD

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.

Asset Lookup

Tag Number:

Asset Number:

Organization Owner Chart Of Accounts Code:

Organization Owner Organization Code:

Organization Owner Account Number:

Owner:

Campus:

Building Code:

Building Room Number:

Asset Type Code:

Asset Status Code:

Asset Condition:

Vendor Name:

Manufacturer:

Model Number:

Serial Number:

Create Date From:

Create Date To:

Asset Representative Principal Name:

Organization Inventory Name:

**Search** Clear Cancel

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

Search Results 1-1 of 1

Return Value	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<b>return value</b>	18053	322505	6030	0125	A	HYDRAULIC SURFACE GRINDER	46235SI	10/27/2008

Export options: CSV | spreadsheet | XML

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!

ASSET DETAIL INFORMATION

NEW ASSET RETIRED

Look Up/Add Multiple Asset Lines


\* Asset Number:

**ADD**

The asset information will be imported into the document.

ASSET DETAIL INFORMATION

NEW ASSET RETIRED

Look Up/Add Multiple Asset Lines 

\* Asset Number:

ADD

ASSET RETIRED ( 506378 ) Hide

Asset Number:	506378
Organization Owner Chart Of Accounts Code:	CO
Organization Owner Account Number:	1338210
Organization Owner Organization Code:	1872
Acquisition Type Code:	Pre-Asset Tagging
Asset Status Code:	A
Asset Condition:	Good-Operational
Asset Description:	UV FLUORESCENCE SO2 ANALYZER
Asset Type Code:	89780SI
Vendor Name:	TELEDYNE ADVANCED POLLUTION INSTRUMENTA
Model Number:	T100U
Serial Number:	131
Tag Number:	326326
Government Tag:	

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.

NOTES AND ATTACHMENTS (0) 

\* Note Text:

Attachment:  No file selected.

In the **Ad Hoc Recipients** tab, add 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.*

AD HOC RECIPIENTS

PERSON REQUESTS

*PERSON	*ACTION REQUESTED	ACTIONS
<input type="text"/>	APPROVE	ADD

AD HOC GROUP REQUESTS

*NAMESPACE CODE	*NAME	*ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	APPROVE	ADD

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.

Submit Save Close Cancel

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 Quali 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: