Creating an Equipment Cannibalization Document in Kuali

**PURPOSE:** To request cannibalization of an asset. *Note:* Cannibalization requests must be authorized. Contact Property Management prior to cannibalizing an asset to avoid write-offs due to an unauthorized disposal.

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

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

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 **Edit** in the actions box.

An Asset Edit Document will open.
Enter a **Description** in the **Document Overview** tab. *Example: Asset Cannibalization.*

Use the **Explanation** field (also located in the **Document Overview** tab) to provide a brief explanation. *Example: Need to cannibalize asset for parts to create/maintain other units.*

In the **Asset Detail Information** tab, the current asset information is on the left and a place to enter the **Proposed** (new) information is on the right.

Enter the Proposed (new) **Organization Owner Account Number** default number. *Note: The surplus property default number is 2288400.* This will only transfer the asset record to Surplus so it can be retired. **Use an Electronic EACR form to send any unwanted parts to surplus.**

Provide any notes and attachments in the **Notes and Attachments** tab (e.g., Cannibalization confirmation documentation, photos of the parts showing the decal, or any other information confirming the asset was taken apart). You must click on the **Add** button or you will lose the attachment.

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.