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Property *focus*

DE-MYSTIFYING THE CAPITAL ASSET MANAGEMENT PROCESS



- ▶ Construction
- ▶ Relocation

Read to the end for a chance to win a gift card!



Construction Projects: If your department is affected by any of the upcoming projects, Property Management can help track your assets through the move!

**Health and Medical Center / Hartshorn
New Chemistry Building / Chemistry
Natural Resources Addition / Natural Resources
IBTT & Horse Research / South Campus**

**Stadium / Alumni Center, Athletics
Biology Building / AZ, Microbiology
Health Education Outreach Center / Anatomy Zoology
Richardson Design Center / Visual Arts**

Good News: The misplacement of capital equipment during construction and remodel projects can be avoided by coordinating with the Property Management department! The Inventory Specialists are available to assist the department in this process by providing asset reports, making mass equipment movements, and conducting a move-out and move-in selective inventory audit. Include Rachel Drenth and Michelle Miller in your planning meetings to utilize all we can offer to make your move easier!

Let us know when you are moving, we are here to help!

It's year end again...

See the Business and Financial Services main page for Fiscal Year End timeline and cutoff dates

busfin.colostate.edu

Commonly asked questions

Does a piece of hardware ever drop off the list, like when it has depreciated down to or close to a value of \$0?

The items we capitalize as assets are removed from the books when they are disposed of properly by being transferred to Surplus Property (also, and with permission: trade in to vendor or external transfer to another University). By keeping something around, you are indicating it still has use in your research and therefore value.

I have opened the asset record in Quali but why don't I have the option to edit the asset?

The Quali role of Capital Asset Manager CAM is a special designation by the head of the department through an application available on the BFS webpage called "Quali Application". Only those with the CAM Processor role can edit the asset record.

I submitted an EACR but no one has come to pick it up yet, how do I know the status of my request?

The status of an EACR request is built into the routing process at eacr.colostate.edu. The very last column called "status" can be seen in "my submitted EACR's" or for approvers, "EACR's from Dept. ####", and indicates where it is in the routing.

What Service Costs should I capitalize?

The following are included in the cost of the asset:

- Assembling the asset
- Installation
- Freight/Shipping
- In-transit insurance
- Preparing the site and asset for its intended use

Can you pick up my surplus items this week on _____?

There are three parts to this answer:

- 1)the EACR request must be submitted, validated by Property, and approved by the Department for Surplus to retrieve your items.
- 2) Surplus schedules pickup in the order the request is approved by the department.
- 3)Special arrangements can be made (time and schedule permitting) with sufficient advance notice. Contact the Surplus Property department for pickup requests.

Summary of new processes

e-EACR

The electronic EACR has been running for just over a year now with great success! Thanks to all for embracing this new process. e-EACR will no longer be offered as a classroom training but be included in both the CAM Processor and Disposition training classes.

New forms for equipment release

With the launch of the e-EACR, we circulated authorization forms for equipment being released to outside vendors. Please see the Property Management webpage or partner with one of us prior to releasing equipment .

New BFS and Property Management webpage

New format and added content make the new web page easy to use. One new feature is the inventory schedule search tool– showing both the FY and the Inventory Specialist.

UPCOMING EVENTS

Watch for revised FPIs this fall

New process explanation for capitalized software, intangible assets, and Department Roles.

Capital asset training

We will be expanding the training classes offered in the spring and fall to include capital object codes, disposition, and equipment inventory, among others. Watch the listserv and TOD for class dates and times.

FY 18 is a Facilities and Administration (F&A) base year

Training will be available on a new web based Space Survey tool. High research areas should expect a Research Space Survey and the verification of equipment in those spaces.

Decal's MATTER! Campaign beginning this summer

To bring more attention to the movement of capital assets with a CSU decal, we will be launching an awareness campaign to include posters in high risk areas of campus and in all common areas.

WORD SEARCH

a	n	c	o	n	s	t	r	u	c	t	i	o	n	n	h	b	t	v	r
l	i	k	u	j	t	y	h	t	g	r	f	e	d	w	s	q	a	z	p
e	f	b	r	g	a	n	t	h	m	y	j	u	k	i	l	o	p	q	t
m	i	a	q	s	d	d	h	a	r	t	s	h	o	r	n	e	f	p	r
i	p	l	m	o	i	k	n	i	j	n	u	h	b	y	g	v	t	f	a
c	r	d	x	e	u	s	a	z	w	a	q	a	s	e	d	c	r	f	i
t	g	c	h	e	m	i	s	t	r	y	b	y	h	n	u	j	m	i	n
i	k	o	l	p	c	v	b	n	h	m	a	s	d	f	g	h	j	k	i
n	l	e	r	t	y	u	q	i	s	l	o	p	c	u	d	l	m	n	n
v	a	l	i	d	a	t	e	d	b	v	e	c	a	x	l	e	k	j	g
e	h	g	f	d	s	a	p	o	t	i	r	t	p	u	y	t	c	r	e
n	q	a	w	s	x	e	m	d	c	r	f	v	i	t	g	b	y	a	h
t	n	u	u	j	m	i	k	o	l	p	a	w	t	c	s	e	d	r	l
o	c	f	i	t	v	g	y	b	v	h	u	n	a	j	s	i	m	k	o
r	p	q	a	p	z	e	d	c	t	i	g	b	l	u	u	j	m	o	l
y	w	s	x	r	m	f	v	y	h	n	n	i	k	p	r	i	f	g	f
h	y	c	i	l	c	e	n	y	h	x	b	g	i	o	p	t	r	s	l
e	d	e	l	a	u	i	n	c	n	m	o	f	s	w	l	h	y	r	g
b	e	v	t	a	u	d	i	t	k	a	q	i	j	n	u	x	o	z	s
h	s	r	o	d	n	l	i	u	a	c	t	m	a	s	s	e	t	e	f



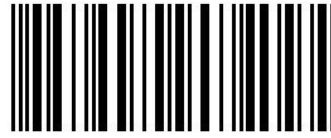
Find the 15 words hidden in this search and submit your answers by **June 2** to win a gift card!

Hint: these words appear within the articles of this newsletter.

Submit your answers by email to bfs_property_management@mail.colostate.edu
Family and Employees of BFS not eligible



Colorado State University



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Decals MATTER

Are you moving equipment into or out of this room?

I'm getting rid of it

I'm moving it

This item **DOES** have a CSU decal

This item does **NOT** have a CSU decal

This item does **NOT** have a CSU decal

Fill out the EACR form for Surplus pick up
You will find the form at eacr.colostate.edu.

Prior to moving the equipment, contact your departments' asset manager with the decal number and the reason for the change to the asset record

Let the room manager know the equipment is being moved

