

ASSET RETIREMENT/DISPOSAL INSTRUCTIONS AND AUTHORIZATION REQUEST FORM

The following restrictions apply prior to release or disposal of:

- **Data Containing Devices.** All data containing devices must be wiped and/or sanitized. Contact Surplus Property.
- **Regulated Materials.** Any regulated materials are required to go through Research Integrity and Compliance Review Office (RICRO) for biological materials or Environmental Health Services (EHS) for other regulated materials. EHS also works with Surplus Property to ensure contaminated items are decontaminated before they are moved to Surplus Property for disposal.
- **Federal/Sponsor/Vendor/Leased Assets.** Any NON-CSU owned items require review of the contract for restrictions and/or requirements involving release, servicing, maintenance, modifications, or alterations. Contact Property Management.
- **Export Controlled.** Items leaving the United States or being utilized by Foreign Nationals. Contact CSU Export Control.

There are multiple retirement/disposal reasons. For all capital assets that are active in the Kuali Financial System (KFS), different Kuali Financial documents are required. Departments are required to submit a **KFS Asset Edit document** for the following reasons: **No Longer Needed, Sale to an External Entity, Destroyed, Cannibalization, Software Termination, and Vendor Removal.** NOTE: Transferring an asset to Surplus may or may not include physical transfer of the asset. The Asset Edit document does not retire the asset, it only removes capital assets from the department's custody, therefore, the department must provide Surplus Property the reason for the transfer (i.e. for surplus pick-up, request sale, destroyed, cannibalized, software termination, etc.). Surplus Property will then submit the proper retirement document. Departments are required to submit a **KFS Asset Retirement Global (ARG) document** for the following reasons: **Theft, Write-Off (Lost/Improper Disposal), Trade-In, and External Transfer.** For all **inactive assets** in KFS or **non-capital assets**, departments are required to submit an electronic **Equipment Accountability Change Request (EACR)** to transfer items to surplus for disposal. When needed, Property Management will submit any KFS Asset Separate documents to remove components from active capital assets. For **Vendor Removals, Trade-ins, and External Transfers, complete Page 2 (Request for Authorization).** Otherwise, use the below instructions for handling retirement or disposal of assets for the appropriate listed reason.

Retirement or Disposal Reasons:

- ❖ **No Longer Needed.** Departments should transfer the item to Surplus Property. Use an electronic EACR for inactive capital or non-capital items, use a KFS Asset Edit document for active capital assets and request Surplus Pick-up. Surplus Property will schedule a time to pick-up the asset.
- ❖ **Sale to an External Entity.** Departments are restricted from selling any items to an outside entity. Departments are required to transfer any items involving sale negotiations to Surplus Property. Use an electronic EACR for inactive capital or non-capital items, use a KFS Asset Edit document for active capital assets. If the department has an interested buyer, they can provide that information to Surplus Property.
- ❖ **Destroyed.** Equipment that is damaged beyond repair. If the damaged asset poses an immediate threat or danger, the department should contact the proper authorities. Otherwise, the department should take any necessary steps to mitigate additional damage. For active capital assets, the department is required to submit a KFS Asset Edit document to transfer the asset to surplus requesting the asset be retired as Destroyed. If there is anything remaining or any inactive capital or non-capital items, Surplus Property can assist the department with the disposal of the item(s) or provide recommendations for an acceptable means of disposal.
- ❖ **Cannibalization.** To permanently remove serviceable parts from an asset for repairing or replacing other equipment of the same kind. This is an alternative to using or purchasing new parts. Cannibalization will render the asset no longer useable for the purpose it was intended for. Cannibalizations of active KFS capital assets must be requested and verified (by either Property Management or Surplus Property) prior to cannibalizing the asset. Once verified, for active KFS capital assets, the department is required to submit a KFS Asset Edit document to transfer the asset to surplus requesting the asset be retired as Cannibalized. Once retired, it will be considered an inactive capital asset and the department must use an electronic EACR to transfer any parts to surplus.
- ❖ **Software Termination.** Expired License, Upgraded to Newer Version, Vendor Terminated, or Deleted. When active KFS capitalized software is no longer needed or the license will be terminated, contact Property Management to inform them that the software needs to be removed from the department's inventory. Once confirmed, for active KFS capital assets, the department is required to submit a KFS Asset Edit document to transfer the asset to surplus requesting the asset be retired as Software Termination.
- ❖ **Theft.** When equipment has been stolen, the department is required to file an incident report with the CSU Police Department. For all active KFS capital assets, the department is required to submit a KFS Asset Retirement Global document, reason: Theft. The police report number is a required field on the document (the report should also be attached in the notes section of the document).
- ❖ **Write-Off (Lost/Improper Disposal).** A Write-Off occurs when a department has exhausted all efforts to locate an active capital asset for two consecutive inventory cycles (lost); or when a department did not follow state and university policies and procedures or did not obtain required authorizations prior to releasing or disposing of an active KFS capital asset (improper disposal). Departments are required to complete an Inventory Action Plan (found on Property Management's website) and submit a KFS Asset Retirement Global document, reason: Write-Off (Lost/Improper Disposal), attach the Inventory Action Plan in the notes, and ad hoc the department head as an approver (if not already included in the routing).
- ❖ **Repair/Replacement Parts (i.e. consumables).** When a broken part (not the entire asset or a component of the asset) is removed by a servicing vendor and is replaced with a like part (ordered as a non-capital repair/replacement part or the repair is under warranty), the department may release the broken part to the servicing vendor.
- ❖ **Returns.** Returning an item where a credit memo will be issued from the vendor. If returning an active KFS capital asset, Property Management will post the credit and retire the asset. If the department is not receiving a credit memo, contact Property Management for instructions.
- ❖ **Non-Monetary Exchange.** A zero-dollar exchange involving like items being exchanged for equal or equivalent items. For active KFS capital asset exchanges, contact Property Management, as well as Procurement to obtain a Memorandum-of-Understanding (MOU). For Warranty Exchanges involving replacement of entire active KFS capital assets or components (not considered repair/replacement parts) of active KFS capital assets, contact your Inventory Specialist.

Provide information below regarding non-monetary exchanges only and submit the information to Property Management.

CSU Asset being released via the exchange (For Active KFS assets): Decal Number _____ OR (for inactive KFS assets or non-capital equipment):

ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	Fair Market Value	ADDITIONAL INFO (INACTIVE DECAL #, YR, ETC.)

Asset being received via the exchange:

ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	Fair Market Value	ADDITIONAL INFO (YR, ETC.)

For Vendor Removals, Trade-ins, and External Transfers, departments must submit this page and any required documents to obtain authorization prior to releasing or disposing of any asset.

REQUEST FOR AUTHORIZATION

DEPARTMENT INFORMATION:

Department (name/#): _____ Contact Person: _____ Phone: _____
Remarks (include if a 53-fund is involved): _____

_____ Date: _____

____ USE ATTACHED LETTER OF RELEASE SIGNED BY THE DEPARTMENT HEAD, OR

Department Head Signature (Required): _____ Printed Name: _____

EQUIPMENT:

____ USE ATTACHED LIST OF EQUIPMENT (INCLUDE BOTH ACTIVE CAPITAL AND INACTIVE/RETIRED NON-CAPITAL EQUIPMENT), OR

USE BELOW FOR ACTIVE CAPITAL EQUIPMENT:

Decal Number _____ Decal Number _____ Decal Number _____ Decal Number _____ Decal Number _____

USE BELOW FOR INACTIVE/RETIRED DECALS OR NON-CAPITAL EQUIPMENT:

ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	ADDITIONAL INFO (Inactive/Retired Decal #, FMV, YR, ETC.)

REASON FOR RETIREMENT/DISPOSAL (SELECT ONLY ONE REASON PER FORM):

- Vendor Removal.** Releasing an asset or component of an asset (not the same as releasing a repair/replacement [i.e. broken] part of an asset) to a vendor with or without charge or for a discount (not the same as a trade-in allowance) towards the purchase of a new asset. Property Management can submit an Asset Separate document, if deemed necessary, when component removal from an active capital asset is involved.
Required Documents: A quote showing any charge for removal or discount towards the purchase of the new asset.
Required Actions: Submit the Requisition and, if the items are active capital assets, the department is required to submit an Asset Edit document to transfer the asset to surplus requesting the asset be retired as Vendor Removal and cross reference the Requisition and Asset Edit document numbers in the notes section of each document for tracking purposes. Attach this completed form, along with any other required documents, in the notes section of all submitted Quali documents.
- Trade-In.** Releasing an asset for a trade-in allowance.
Required Documents: A quote showing the "trade-in allowance" (a trade-in allowance is not the same as a discount).
Required Actions: Submit the KFS Requisition and, if the items are active KFS capital assets, a KFS Asset Retirement Global (ARG) document, reason: Trade-in and cross reference the Requisition and ARG document numbers in the notes section of each document for tracking purposes. Attach this completed form, along with any other required documents, in the notes section of all submitted KFS documents.
- External Transfer.** NOTE: Depending upon the reason for the External Transfer, a sale may or may not be negotiated when transferring CSU titled equipment (see Sale to External Entity instructions). External Transfers include: Transferring federal or sponsor titled equipment (i.e. non-CSU titled equipment purchased with federal/sponsor funds) to the sponsor after the project has closed; Returning loaned equipment (i.e. equipment loaned to CSU by the feds, sponsor, or a vendor) back to the lender; Principal Investigators transferring to another university (equipment may or may not be 53-fund related); and Transferring equipment to a non-profit entity (CSU has restrictions regarding donations).
Required Documents: A Letter of Release (signed by the department head) and A Letter of Acceptance (signed by the accepting agency) listing all equipment being transferred.
Required Actions: For active KFS capital assets, submit a KFS Asset Retirement Global (ARG) document, reason: External Transfer. The Receiving Agency is a required field. Attach this completed form, along with any other required documents, in the notes section of the KFS document.

Receiving Agency Information is Required for External Transfers:

____ USE ATTACHED LETTER OF ACCEPTANCE, OR

Accepting Agency Name: _____

Accepting Agency Contact Name: _____ Phone #: _____

Authorized Signature of Accepting Agency (Required): _____ Title: _____

Printed Name: _____ Date: _____

AUTHORIZATIONS:

Property Management Use Only: OK TO RELEASE OSP CSURF 21 FUND EXPORT CONTROL OTHER AUTHORITY (list): _____

Date: _____ Notes: _____

Surplus Property Use Only: OK TO RELEASE PROPRIETARY INFO RFLE/EHS OTHER (list): _____

Date: _____ Notes: _____

Other Authority Use Only (select): OSP CSURF 21 FUND EXPORT CONTROL OTHER AUTHORITY (list): _____

OK TO RELEASE Date: _____ Notes: _____