

WEB PAGES

Business and Financial Services
home page:

<http://busfin.colostate.edu>

Property Management
home page:

<http://busfin.colostate.edu/Depts/PropMgt.aspx>

Capital Equipment Inventory reports
are available in Excel or PDF formats
under the "Reports" heading

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CAPITAL ASSETS INVENTORY SCHEDULE

BIENNIAL – ODD FISCAL YEARS

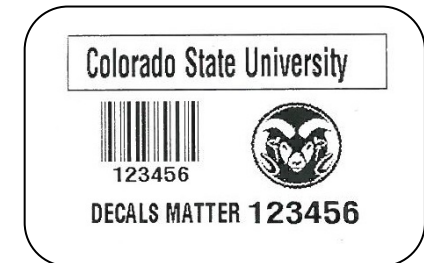
Board of Governors
Office of the President
VP External Relations
Athletics
Provost & Executive Vice President
VP for Information Technology
Graduate School
University Libraries
VP for Engagement
VP for Undergraduate Affairs
VP for Faculty & Academic Affairs
VP for Enrollment and Access
College of Business
College of Engineering
College of Health & Human Sciences
College of Liberal Arts
CSU Extension
VP for University Operations
Vice President for Student Affairs
University Advancement

BIENNIAL – EVEN FISCAL YEARS

College of Agricultural Sciences
Agricultural Experiment Stations
Warner College of Natural Resources
College of Veterinary Medicine & Biomedical Sciences
College of Natural Sciences
Vice President Research
Colorado State Forest Service



CAPITAL EQUIPMENT



DECALS MATTER!

When you see a decal like this on a piece of equipment, it represents a capital asset that is being tracked by CSU. Before removing, relocating, or recycling anything with a decal, call property management, surplus or your Kualii representative.

Office of Property Management Business and Financial Services

**6003 Campus Delivery
555 S. Howes St.
Fort Collins, CO 80523
970-491-2899**

OVERVIEW OF PROPERTY MANAGEMENT EQUIPMENT TRACKING

Who is responsible for Colorado State University's Property Management?
Everyone is!

- Asset User
- Responsible Party
- Department Property Contact (DPC)
- Accountable Property Officer (APO - Department Head)
- Property Management, Surplus Property, Procurement Services, Sponsored Programs (Oversight)

CAPITAL ASSET - A capital asset is any physical property that benefits a program for more than one year. Capital asset expenditures include funds expended for land, improvements to land & buildings, leasehold investments, equipment, and library books, art, historical collections, software & intangible assets.

Equipment is capitalized as an Asset when it will provide a benefit to the University for several years. The financial cost of the asset will be spread over several financial years through depreciation, rather than just the year it was purchased.

CAPITAL EQUIPMENT – Capital Equipment includes items which are not considered an integral part of a university building and meets the following criteria:

- Have a unit cost of \$5,000 or more when purchased with agency funds
- Do not lose their identity through incorporation into a more complex unit
- Are non-expendable
- Meet all defined thresholds per agreement, grant or contract when purchased with Federal/Sponsor funds
- ALL government furnished equipment or sponsored loaned equipment

In order to comply with State and Federal regulations, CSU must record, decal and track each piece of equipment in the University Property Management System, for the entire life cycle of the asset from purchase to disposal. This activity includes recording new purchases, fabrications, leases, transfers and gifts of equipment, and authorizing and recording all disposition of equipment that is sold, transferred, traded-in or cannibalized for parts.

Costs included in Capital Equipment :

Purchase price
Transportation
Installation & associated labor
Modification, attachments & accessories to make the equipment useable.

EQUIPMENT PURCHASE ON RESEARCH FUNDS

Projects can have different capitalized equipment thresholds and titles (indicated by object codes). These variations are due to sponsor stipulations and different indirect cost rates. Sponsored Programs maintains a "Research Project Status Report" web page that lists equipment title and threshold information per project number:

<https://rsweb.research.colostate.edu/rps/default.aspx>

Tracking Equipment

MOVEMENT: When an asset is relocated use a Kualii **Asset Edit** document to update the building and room. Contact an Inventory Specialist for assistance with the mass movement of equipment. Capital equipment located at a building other than one listed in Kualii are recorded using an **Equipment Loan/Return** document. Loan documents cannot exceed 2 years.

Access Kualii using the CAP Portal:
<https://kprd.is.colostate.edu/kfs-prd/portal.jsp>

DISPOSAL: All Capital equipment releases (disposal, external transfer, sale, trade-in, etc.) must be requested using a Kualii **Asset Edit** document. Property Management must verify ownership of the asset in order for the equipment to be disposed properly. Property Management will forward the Kualii **Asset Edit** document to Surplus Property for pick-up and disposition of the equipment.

Non-Capital items are submitted to Surplus Property on an **EACR** form. The form can be found at:
http://cr.colostate.edu/surplus_forms.aspx

EQUIPMENT INVENTORY

The purpose of an inventory is to measure how well each department is managing its assets. The Inventory Specialist conducts biennially inventory audits for each department, to account for all capital asset listed. Inventory Specialists work closely with the designated department property contact and other responsible persons to complete audits. The inventory schedule is listed on the back of this brochure and on our website.