WEB PAGES

Business and Financial Services home page:

http://busfin.colostate.edu

Property Management home page:

http://busfin.colostate.edu/prp.aspx

Capital Equipment Inventory reports are available in Excel or PDF formats under the “Reports” heading.

STAFF

Genevra Scott
PROPERTY ADMINISTRATOR
491-2040

Debra Ellison
RECORDS SPECIALIST
491-2270

Mack Freestone
INVENTORY SPECIALIST
491-1358

Rachel Drenth
INVENTORY SPECIALIST
491-1045

CAPITAL ASSETS INVENTORY SCHEDULE

BIENNIAL – ODD FISCAL YEARS

Board of Governors
Office of the President
VP Public Affairs
Athletics
Provost & Senior Vice President
VP for Instruction & Information Tech
VP for Graduate Affairs
University Libraries
VP Outreach/Strategic Partnerships
VP for Undergraduate Affairs
VP for Faculty Affairs
VP for Enrollment and Access
College of Business
College of Engineering
College of Applied Human Sciences
College of Liberal Arts
Cooperative Extension
VP for Finance & Administration
Vice President for Student Affairs
VP Advancement and Strategic Initiatives

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

Office of Property Management
Business and Financial Services
6003 Campus Delivery
555 S. Howes St.
Fort Collins, CO 80523
(970)491-2270
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)
- Department Head (Accountable)
- Property Management, Surplus Property, Purchasing, 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, building, leasehold investments, equipment, and library books.

An asset is capitalized because it will provide benefit for several years. The financial cost of the asset will be spread over several financial years rather than the one year it was purchased.

Equipment - Equipment includes items which are not considered an integral part of a university building and meet 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, tag and track each piece of equipment in the University’s Property Management System for the entire life cycle of the asset from purchase to disposal. This activity includes recording additions for new purchases, leases, fabrications, transfers and gifts of equipment, and authorizing and recording all disposition of equipment including sold, transferred, traded-in or cannibalized for parts.

**Costs included in Capital Equipment:**
- Purchase price
- Transportation
- Installation
- Support /training
- Labor to put the asset in place

**EQUIPMENT PURCHASE ON RESEARCH FUNDS**

Projects can have different capitalized equipment thresholds and titles (indicated by sub-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:

http://pass.research.colostate.edu/piportallogin.asp

**Tracking Equipment**

**MOVEMENT:** When capital equipment will be utilized at a location not on the Facilities building list a Kuali Loan Document must be created and submitted. Changes in location of equipment requires Kuali Asset Location Document be submitted. The Kuali Website can be accessed through the CAP Portal.

http://padroni.is.colostate.edu:7778/portal/page/portal/CSUCAP

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

Non- Capital items are submitted to Surplus 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. An inventory audit for each department is coordinated by the Inventory Specialist to account for each capital asset listed. Work is conducted by field representatives that work closely with designated department contacts and other responsible persons. The inventory schedule is listed on the back of this brochure or can be found on our website.