

# How does Property Management effect my job?

Colorado State University is accountable to taxpayers, sponsors and other governmental agency's for \$265,228,351.38 in Capital Equipment Assets.

A little known fact:

The Facilities and Administration rate (indirect cost) is charged on purchases for research projects and brings crucial external funds to our campus. The depreciation from capital assets is used in the Facilities and Administration rate which contributes to the departments 16 fund accounts.

# Who is responsible for Property Management?

Everyone Is!

The Property Management System involves anyone who touches a piece of equipment.

- ✓ Asset Users
- ✓ Responsible Party
- ✓ Department Property Contact (DPC)
- ✓ Department Heads (Accountable)
- ✓ Purchasing, Central Receiving, Property Management Office, Sponsored Programs (Oversight)

# What is a Capital Asset?

- Equipment, buildings, land, land improvements, leasehold investments and Library books, art and collections

## Capital Equipment:

- Costs over \$5000.00 (Exception: the contract for a sponsored research project, may require a different threshold cost for equipment tracking)
- Will used more than one year
- Not a part of a building
- Not Expendable

Depreciation: a systematic and rational allocation of costs over the life of a capital asset.

# How is the cost determined?

Cost of a capital asset include:

- Purchase price
- Shipping/Transportation costs
- Installation costs
- Training support for up to a year
- Discounts

Cost not to include:

- Extended Warranty Support Agreements
- Software for under \$100,000

Clustering: Sometimes an asset has several components.

To determine if these component costs should be totaled together ask these two questions:

- Will it be used as one unit?
- Will it be disposed as one unit?

# What are capital Equipment subcodes?

## **EQUIPMENT SUBCODES** - note bold codes are fund specific – 88, 89 fund rule at bottom

- 8210 Equipment titled to CSU costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8250 Vehicles titled to CSU costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8420 Equipment conditionally titled costing \$5,000 or more if purchased with federal or sponsored funds, \$1,000 for specific 53 funds.
- 8440 Equipment federally titled costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8460 Equipment sponsor titled costing \$5,000 or more, \$1,000 for specific 53 funds.
- 8920** Equipment titled to CSU costing \$5,000 or more purchased in a **7xxxxx-fund**.
- 8925** Vehicles titled to CSU costing \$5,000 or more purchased on a **7xxxxx fund**.
- 1821 Equipment titled to CSU costing \$5 000 or more purchased in a **21-fund** general ledger account. (Must have EAR prior approval from Cost Accounting).
- 1825 Vehicles titled to CSU costing \$5000 or more purchased on a 21-fund general ledger account. (Must have EAR proper approval from 21-fund Accountants) May not be split funded.

## **EXPENDABLES SUBCODES-NON-CAP EQUIPMENT**

- 3410 General supplies - items not meeting criteria for equipment
- 3450 Repair Parts - items could meet criteria for equipment but is replacing inoperable items of the same type.
- 3810 Computer hardware costing less than \$5,000 or less than \$1,000 for specific 53 funds. Computer software costing less than \$100,000.00
- 3600 Non-capital equipment (does not meet capitalization criteria).
- 8905** Equipment added to building purchased in **7xxxxx -fund**.
- 8935 Non-capital equipment purchased in **7xxxxx -fund** (does not meet capitalization criteria).

# How do I get rid of this old equipment? (The EACR Process)

- ✓ EACR is filled out by department
  - ✓ Authorization
  - ✓ Property Management Department First
  - ✓ Pick up
  - ✓ Warehousing
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- ✓ Website for forms: <http://busfin.colostate.edu/prp.aspx>

# Who Does The Equipment belong to???

The equipment may reside on the CSU campus but that does not mean it is owned by CSU.

CSU property is bought with many types of funds:

- ❖ State Tax Dollars
- ❖ Federal Tax Dollars
- ❖ Private Sponsorship
- ❖ Donations/Gifts

The EACR must be approved by the Property Management Department to ensure title belongs to CSU and it can be disposed of by CSU.

Property Management approval is critical **before** equipment is moved to surplus property to protect your department.

Who cares? It is so old it is not worth anything.

The taxpayers care, the State/Federal lawmakers care and Colorado State University cares! CSU is charged with managing an asset through its entire life, purchase through disposal.

Until the asset leaves our campus, we are accountable for the asset's location and how the condition is maintained.



# What is the future of Property Management?

Here comes KUALI Capital Asset Management System (CAMS)!

- ❑ Departments will have access to their own equipment records and reports.
- ❑ Departments will be able to update location and responsible party without a form.
- ❑ Forms such as the EACR and Campus Check-out form will be electronic.