1. Procedure Title: Property Management – Non-Capital Assets

2. Procedure Purpose and Effect: Procedures for any department or organization within the University to track their non-capital assets in the CAM database. This procedure provides guidance on how to manually enter non-capital assets into CAM and mentions the additional functionality within CAM for non-capital assets.

3. Application of Procedure: This procedure applies to any department/area that wishes to track their non-capital assets in the CAM module of Kuali.

4. Exemptions: Departments are not required to track non-capital items in the University system of record.

5. Definitions:

   A. Asset Status Code: An asset record field within CAM that identifies if an asset is active or retired.

   B. CAM: Capital Asset Management. This is the University system of record for fixed assets within the Kuali Financial System. Non-capital assets can also be tracked within CAM and managed at the departmental level.

   C. CAM Processor Role: Any Kuali user can view assets. The people who apply for and are granted the CAM Processor Role can edit, loan, transfer, and/or retire capital assets as well as enter non-capital assets.

   D. Decal: Bar-code label in the form of a sticker.

   E. Non-Capital Asset: An item that costs less than the capitalization threshold of $5,000 and/or an item that is usable for under a year.

6. Procedure Statement:

   Any item costing less than the capital asset threshold may be added to CAM as non-capital equipment. A department can do so by obtaining decals for the assets, in the designated non-capital range 9xxxxx, from the Property Management Office, and by creating asset records for them in CAM. For example, many high-theft items will cost less than $5,000 and therefore not be tracked as a capital asset in CAM; however, the departments may still want to monitor such assets since they are smaller in size and may be checked out by various members of the organization.

   Non-capital assets may be added to CAM using the Asset Global (Add) document by a CAM Processor. These transactions do not create accounting entries. Non-capital assets are identified in the university asset database using the Asset Status Code of “N” for non-capital active or “O” for non-capital retired. Non-capital assets do not have the same data requirements as capital equipment.
The edit, loan, merge, and separate functions are available on non-capital assets. For more information about these functions please contact the Property Management Office.

7. **Reference and Cross-References:**

   Property Management website: [http://busfin.colostate.edu/prp.aspx](http://busfin.colostate.edu/prp.aspx)


8. **Forms and Tools:**

   To apply for the CAM Processor Role please fill out the Application for Kuali Financial System located at [http://busfin.colostate.edu/forms.aspx](http://busfin.colostate.edu/forms.aspx)

   Step by step instructions for Adding Non-Capital Assets to CAM can be located at [http://busfin.colostate.edu/prp/KUALIINSTRUCTIONSFORADDINGNONCAPITALASSETS.pdf#zoom=100](http://busfin.colostate.edu/prp/KUALIINSTRUCTIONSFORADDINGNONCAPITALASSETS.pdf#zoom=100)