

WEB PAGES

Business and Financial Services
home page:

<http://busfin.colostate.edu>

Property Management
home page:

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

Sub-code list and descriptions:

http://busfin.colostate.edu/frs_manual_apx_c2.aspx

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CAPITAL ASSETS INVENTORY SCHEDULE

ANNUAL

College of Engineering
College of Natural Sciences
Warner College of Natural Resources
College of Veterinary Medicine & Biomedical Sciences

BIENNIAL - ODD YEARS

College of Agricultural Sciences
Agricultural Experiment Stations
University Libraries
College of Business
College of Applied Human Sciences
College of Liberal Arts
Colorado State Forest Service

BIENNIAL - EVEN YEARS

VP for Enrollment and Access
VP for Faculty Affairs
VP for Graduate Affairs
VP for Instruction & Information Tech
VP outreach/Strategic Partnerships
VP for Undergraduate Affairs
Vice President for Student Affairs
Board of Governors
Office of the President
Athletics
VP Advancement and Strategic Initiatives
VP Public Affairs
Provost & Senior Vice President
VP for Finance & Administration
Cooperative Extension
Vice President Research

Colorado
State
University

Colorado State University



Decal # 318318

CAPITAL EQUIPMENT

Office of Property Management
Business and Financial Services
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Fort Collins, CO 80523
(970)491-2270
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OVERVIEW OF PROPERTY MANAGEMENT EQUIPMENT TRACKING

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.

Equipment - Equipment includes items which are not considered an integral part of a university building and meet the following criteria:

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

In order to comply with State and Federal requirements, each item of capital equipment is recorded, tagged and tracked in the University's Property Management System. This activity includes recording additions for new purchases, transfers and gifts of equipment, and authorizing and recording all disposition of equipment including sold, transferred, traded-in or cannibalized for parts.

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 maintain a "Research Project Status Report" web page that lists equipment title and threshold information per project number:

<http://reports.research.colostate.edu/rps.asp>

EQUIPMENT ACCOUNTABILITY

When capital equipment will be utilized at a location not on the Facilities building list a CSU Equipment Check Out form must be submitted to the Property Management department. Changes in location of equipment require a CSU Location/Responsibility form be submitted. These forms are available at:

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

All equipment releases (disposal, sale, transfer, trade in, etc) are the responsibility of Surplus Property & Purchasing after an original EACR with the proper signature is submitted to Property Management for approval. The following web page includes the EACR form and contact information for questions regarding disposal or transfer of capital equipment:

<http://cr.colostate.edu/documents/EditableEACRForm.pdf>

EQUIPMENT INVENTORY

Every two years a full 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 web site at:

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

PROPERTY TABLES ON DELPHI

Tables are now available in the Delphi Data Warehouse that list information about Capital Equipment tracked by Property Management at CSU. Access to the Delphi Data Warehouse is part of the CIS/Delphi/FRS login granted by Business and Financial Services at the following web page:

<http://busfin.colostate.edu/frs.aspx>

Property tables are updated on Delphi once a month (around the 10th) after financial information has been posted from the previous month's FRS activity.

The following two tables are current Property System tables. These tables include all equipment from July 2000 forward – with a "status code" indicating equipment disposition (CSU title, Federal title, surplus, traded, transferred, etc).

APOLLO_WFRS_PROP_CUR_DECAL_00
APOLLO_WFRS_PROP_CUR_PAYMENT_00

The next two tables are a history of all inactive equipment as of July 2000. It includes over 28,000 records of items made inactive when the threshold changed from \$1,000 to \$5,000 in July 2000 (items made inactive after July 2000 is in the current table with an "inactive" status code).

APOLLO_WFRS_PROP_HIS_DECAL_00
APOLLO_WFRS_PROP_HIS_PAYMENT_00

These two tables list status and category codes and descriptions of those codes.

APOLLO_WFRS_PROP_STATUS_CODE_00
APOLLO_WFRS_PROP_CATEGORY_CODE_00

The Property Management web site that lists these tables and other information about CIS/FRS/DELPHI access is located at:

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