Fixed Assets and Equipment Tracking

Policies and Procedures: How they affect you.
What are we talking about?

Fixed Assets policies and procedures that directly affect

* your work,

* your budget,

* and your responsibility for protection of UNCW assets as custodian department.
Approximately 2,710 capitalized fixed assets

As of June 30, 2013, total fixed assets were $496,576,908 or approximately 71% of UNCW’s total assets
The Fixed Assets office

* Implements and follows policies set by the Office of the State Controller
* Follows FIT Standards issued by UNC System
* Ensures fixed assets are:
  * properly acquired
  * accounted for
  * maintained
  * disposed of
What does the Fixed Assets Section of Accounting Services do?

We are responsible for:

* Determining new assets and bar-code tagging for identification
* Performing annual inventory audits
* Determining correct cost of assets recorded
* Maintaining the University Fixed Assets accounting records that document equipment and property acquisitions and which are part of the annual University Financial Statements.
Fixed Assets Responsibility

- All moveable capitalized assets are physically inventoried each fiscal year (July-June).

- Each department head is responsible for safeguarding all assets purchased by his or her department regardless of cost.

- Physical assets, their cost and depreciation are audited annually by the State Auditors

- These records are used by the University to report Fixed Assets on the Annual Financial Statements
Fixed Assets have become more scrutinized in recent years during state audits.

Not following correct policies and procedures leads to audit findings.

Could lead to restrictions on how we spend state funds!
Look up info on equipment when you know the FAS tag number

Origination Tag:  TCO009897
Permanent Tag:  000053452
Primary Tag:  
Subordinate Type:  
Asset Description:  DigiData Low Noise Data Acquisition System
Commodity:  
Unit of Measure:  EA Each
Asset Type:  ES Educational Equipment - Science Lab
User Status Code:  I Invoiced
Insurance Value:  
Market Value:  
Replacement Value:  
Book Value:  
Cost:  5,187.00
Total Cost:  5,187.00
Net Book Value:  4,668.37
Total Net Book Value:  4,668.37
FOIDOCH

Use to look up the FAS tag number when you know the purchase order, requisition, or invoice number
<table>
<thead>
<tr>
<th>Serial Number/VIN</th>
<th>Asset Type</th>
<th>Organization</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>013004</td>
<td>ES</td>
<td>32310</td>
<td>D00107</td>
<td>5,107.06</td>
</tr>
</tbody>
</table>

### Description
- **Fixed Asset Procurement Query**
- **FFIPROC 8.0 (TEAL)**

- **Search by serial number or description**

- **Oracle Fusion Middleware Forms Services: Open > FFIPROC**

- **File | Edit | Options | Block | Item | Record | Query | Tools | Help**

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**Fixed Assets Section of Accounting Services**
Five Areas of Importance

- New Assets
- Purchases
- Tagging
- Annual Inventory
- Forms
- Our Staff & Location
New
Fixed Asset
Purchases
What are Fixed Assets?

Examples -

- **Permanent** – land, improvements to land, easements, buildings, building improvements, infrastructure, and structures

- **Moveable Equipment (Asset barcodes applied & inventoried)** –
  - Office equipment and furniture,
  - Data processing equipment,
  - Educational, research and scientific equipment,
  - Motor vehicles- licensed and unlicensed
  - Other equipment - machinery, landscaping, dining hall, maintenance and other equipment

- **Art and Collections**

- **Other tangible or intangible assets**
  - Software, copyrights, etc
Fixed Asset Cost Threshold

$5,000 or more Per Asset ONLY

The recorded cost of each capitalized fixed asset in the General Ledger includes:

Asset Cost  Delivery Fees  Legal Fees  Installation Fees

$3995 + $300 + $500 + $1300

*All/Any of these must be combined to equal or exceed the NC State threshold of $5,000
Fixed Asset account codes all begin with 945###

WARNING!!

Some EDP non-capital equipment account codes for items under the $5,000 threshold are in the Property, Plant and Equipment Pool with account titles and codes similar to the capitalized account needed for Fixed Assets over $5,000.

Title Changes have been made to add “Tag Cap” after all capitalized account titles for equipment over $5000.00. Items costing less than $5,000 have the notation “Ntag” for Not Tagged, meaning not capitalized.
## Equipment Account Codes

<table>
<thead>
<tr>
<th>Equipment Category</th>
<th>Account Code</th>
<th>Description</th>
<th>Budget Pool</th>
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<tbody>
<tr>
<td><strong>Non-Educational Furniture</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than $5,000.00</td>
<td>945110</td>
<td>Non-Educational Furniture</td>
<td>940000</td>
</tr>
<tr>
<td>$5,000.00 or greater</td>
<td>945150</td>
<td>Non-Educational Furniture</td>
<td>940000</td>
</tr>
<tr>
<td><strong>Educational Furniture</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than $5,000.00</td>
<td>945310</td>
<td>Classroom Furniture &amp; Furnishings</td>
<td>940000</td>
</tr>
<tr>
<td>$5,000.00 or greater</td>
<td>945350</td>
<td>Classroom Furniture &amp; Furnishings</td>
<td>940000</td>
</tr>
<tr>
<td><strong>Office Equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than $5,000.00</td>
<td>945111</td>
<td>Office Equipment</td>
<td>940000</td>
</tr>
<tr>
<td>$5,000.00 or greater</td>
<td>945151</td>
<td>Office Equipment</td>
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</tr>
<tr>
<td><strong>Educational Equipment</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Less than $5,000.00</td>
<td>945311</td>
<td>Scientific, Lab, Medical</td>
<td>940000</td>
</tr>
<tr>
<td>$5,000.00 or greater</td>
<td>945351</td>
<td>Scientific, Lab, Medical</td>
<td>940000</td>
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<tr>
<td><strong>Other Equipment</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Less than $5,000.00</td>
<td>945510</td>
<td>Other Equipment</td>
<td>940000</td>
</tr>
<tr>
<td>$5,000.00 or greater</td>
<td>945550</td>
<td>Other Equipment</td>
<td>940000</td>
</tr>
<tr>
<td><strong>Computers</strong></td>
<td></td>
<td></td>
<td></td>
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<td>Less than $5,000.00</td>
<td>945220</td>
<td>Computers (Desktop, Laptop)</td>
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</tr>
<tr>
<td>$5,000.00 or greater</td>
<td>945250</td>
<td>Computers (Desktop, Laptop)</td>
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<tr>
<td><strong>Electronic Equipment</strong></td>
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<td></td>
</tr>
<tr>
<td>Less than $5,000.00</td>
<td>945212</td>
<td>Printers</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945213</td>
<td>Voice Communication Equipment</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945214</td>
<td>Other DP Equipment</td>
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<tr>
<td>$5,000.00 or greater</td>
<td>945215</td>
<td>Wide Area Network Equipment</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945216</td>
<td>Video Transmission Equipment</td>
<td>940000</td>
</tr>
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<td></td>
<td>945217</td>
<td>Local Area Network Equipment</td>
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<tr>
<td></td>
<td>945218</td>
<td>Mainframes</td>
<td>940000</td>
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<tr>
<td></td>
<td>945219</td>
<td>Servers</td>
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<td></td>
<td>945252</td>
<td>Printers</td>
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<td>945253</td>
<td>Voice Communication Equipment</td>
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<td>945254</td>
<td>Other DP Equipment</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945255</td>
<td>Wide Area Network Equipment</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945256</td>
<td>Video Transmission Equipment</td>
<td>940000</td>
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<tr>
<td></td>
<td>945257</td>
<td>Local Area Network Equipment</td>
<td>940000</td>
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<tr>
<td></td>
<td>945258</td>
<td>Mainframes</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945259</td>
<td>Servers</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945261</td>
<td>Mainframe Software</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945262</td>
<td>PC Software</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945263</td>
<td>Server Software</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945264</td>
<td>Wide Area Network Software</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945265</td>
<td>Other Computer Software</td>
<td>940000</td>
</tr>
<tr>
<td><strong>Software Any Value</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Motor Vehicles</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than $5,000.00</td>
<td>945410</td>
<td>Autos, Trucks</td>
<td>940000</td>
</tr>
<tr>
<td>$5,000.00 or greater</td>
<td>945450</td>
<td>Autos, Trucks</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945411</td>
<td>Boats, Motors</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945412</td>
<td>Trailers</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945413</td>
<td>Other Motor Vehicle</td>
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<td></td>
<td>945451</td>
<td>Boats, Motors</td>
<td>940000</td>
</tr>
<tr>
<td></td>
<td>945452</td>
<td>Trailers</td>
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</tr>
<tr>
<td></td>
<td>945453</td>
<td>Other Motor Vehicle</td>
<td>940000</td>
</tr>
</tbody>
</table>
Things to remember for purchases

Use EA for ‘Each’ as the Unit of Measure when purchasing assets with Quantity Unit Price.

$11,734.00

2 @ $5867.00 EA
Things to remember for purchases:

When all line items purchased create 1 asset, purchase with the same fixed asset capital expenditure account

If: The combined items total $5,000 or more
Including shipping, handling and installation

NOT including extended warranties or maintenance agreements

How:
Use same expenditure account code in accounting block.

-Fixed Assets Section of Accounting Services
## Fixed Asset Example

### Microscope with Laser

<table>
<thead>
<tr>
<th>Requisition Line Items</th>
<th>Cost</th>
<th>Quantity</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Frame</td>
<td>$8,396.97</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Eyepiece</td>
<td>207.00</td>
<td>2 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Stage</td>
<td>5,905.50</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Observation Tube</td>
<td>1,408.95</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* SIM Laser Scanner</td>
<td>4,926.00</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Transmitted Light Detector</td>
<td>5,609.76</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Spectral Detection</td>
<td>6,302.50</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* 4th Channel</td>
<td>2,681.59</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* PMT Detection Unit</td>
<td>3,692.12</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Fiber Port</td>
<td>537.54</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Optional Software</td>
<td>4,499.00</td>
<td>1 EA</td>
<td>945265</td>
</tr>
<tr>
<td>* Shipping/Handling</td>
<td>100.00</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Installation</td>
<td>800.00</td>
<td>1 EA</td>
<td>945351</td>
</tr>
<tr>
<td>* Extended Warranty</td>
<td>2000.00</td>
<td>1 EA</td>
<td>924490</td>
</tr>
</tbody>
</table>

**TOTAL ASSET COST**

$40,774.93

**REQUISITION TOTAL**

$47,273.93

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*Fixed Assets Section of Accounting Services*
Any item purchased to be **permanently** added to, attached to, or installed into a previously purchased capital asset must be purchased using the same capital expenditure code used for that asset.

- *This includes equipment items such as a Handicap Lift for a Bus or a Digital camera for a Microscope, but does **NOT** include expendable supplies such as copier toner or intangible assets such as software. (Contact Fixed Assets Department, if unsure.)*
Fixed Assets Example: Bus with Handicap Lift

Handicap Lift $6,000.00
Installation 1,000.00
Total Cost $7,000.00

Add identifying info to the requisition:
(To be installed into Asset 47962)
Things to remember when purchasing Fixed Assets:

- Do not include in the asset cost
- Do not use asset capital expenditure account code

- Use accounts 924410-924490 for Maintenance Contracts
- Use accounts 953990 for Support Services.
Fixed Asset Requisition Problems

- Problems with descriptions and quantity
- Problems with account codes
- No quote attached
- Problems with lack of information in Internal Notes
New Asset Tagging
Barcode tags are required for these new assets with a total cost of $5000 or more:

* Office Furniture & Equipment
* Electronic Data Processing Equipment
* Educational, Scientific and Research Equipment
* Motor Vehicles (Licensed and Non-licensed)
* Other Equipment (grounds & landscaping, etc.)
Identifying Asset Tags:

* Blue or silver stickers with “UNC Wilmington” and “FAS 00XXXXX”

* Vendors may also have their own labels on equipment – don’t be confused, look closely.

* Note: Some items may have tags but are no longer in Banner; threshold used to be $1000

  Actual size = 2” × 3/4”

* It is never appropriate for a department to remove an asset tag.
PCard Purchases

* **PCard** purchases of capital assets are excluded by the new Fixed Asset threshold of $5000.00 and greater.
Policy for New Assets

- Most Grant purchases that meet the cost threshold criteria are required to be barcode tagged as UNCW equipment, must be added to the Fixed Assets System and included in the annual inventory process.

- Much of the property acquired on research or training awards becomes University (State) property upon acquisition or by subsequent vesting of title.

- In order to update inventory records, specific steps must be followed for assets to be transferred out or when a grant expires. Contact Fixed Assets for information.

Under no circumstances can grant property be transferred without the written approval of Office of Research Services
Policy for New Assets

*NO new asset should leave campus before being tagged!*

* Only Fixed Assets staff are authorized to apply or remove barcode tags on equipment.
Annual Inventory
RESPONSIBILITIES

Each department head is responsible for safeguarding all assets purchased for his or her department and assisting with the physical inventory process.

Designate an individual on your staff to physically locate each fixed asset on the inventory printouts, which were prepared by the Fixed Assets staff.

All PAPER Fixed Assets Forms must be signed by the department head.
**Immediately:**
* Call or email to confirm receipt of inventory email.

**During Next Four Weeks:**
* Physically locate each asset and update list, including additions, documentation for assets not located, and new locations of assets. Use the location list and codes that come with the inventory.
* Send updates and all forms to Fixed Assets.

**Anytime:**
* Print your own up-to-date inventory report.
* Go to SSRS > Financial Reports > Campus Reports > Miscellaneous Reports > Inventory by Dept > select Dept from drop down > View Report. You can also see your Missing Inventory if one exists.
Missing Equipment

* **Missing equipment** is defined as “*any asset which is not found during the physical inventory process and for which documents have not been forwarded to the Fixed Asset Section for transfer or disposal.*”

* A Moveable Equipment Form AND a Police Report must be attached to the inventory.

* Assets not located will be reported to the appropriate Vice-Chancellor or Provost on an annual basis.
Relocated & Surplus Item Issues

* If you believe an item has been transferred to another department and it is still on your inventory, it has not been transferred because Fixed Assets does not have the completed required paperwork.

* In some cases, a form may have been received but did not have the signature of the department head of both the originating and receiving departments. Send either a properly signed copy of the original form or a replacement with the completed inventory.

* When an item you have sent to surplus still appears on your inventory, obtain confirmation from Surplus that it has been received there. Include documentation with inventory package and note DR # in comments column.

* If you are unable to receive confirmation from Surplus, contact Sharon Nalley in Fixed Assets.
# Sample Inventory

## Fixed Assets Annual Inventory

**FY 2013**

<table>
<thead>
<tr>
<th>Asset #</th>
<th>Asset Desc</th>
<th>Didg</th>
<th>Room</th>
<th>Mfr</th>
<th>Serial #</th>
<th>Acqd Date</th>
<th>Total Amt</th>
<th>Tag</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>00050219</td>
<td>Patient Simulator, SimMan</td>
<td>NU</td>
<td>2010</td>
<td>Laerdal</td>
<td>211M1700110</td>
<td>6/12/2007</td>
<td>43,421.71</td>
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<tr>
<td>000552624</td>
<td>Special Pediatric HAL, w/wireless PC</td>
<td>NU</td>
<td>2014</td>
<td>Geamard Scientific</td>
<td>P0916140</td>
<td>2/1/2010</td>
<td>22,128.05</td>
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<tr>
<td>000556889</td>
<td>SimMan 3G</td>
<td>NU</td>
<td>2010</td>
<td>Laerdal</td>
<td>21214101021</td>
<td>6/1/2010</td>
<td>67,000.00</td>
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<tr>
<td>000555233</td>
<td>Projection Screen</td>
<td>NU</td>
<td>1006</td>
<td>Drupe</td>
<td></td>
<td>6/30/2010</td>
<td>5,165.51</td>
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<tr>
<td>000555334</td>
<td>Projector</td>
<td>NU</td>
<td>1005</td>
<td>Sony</td>
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<td>1005</td>
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<td>1290015</td>
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<td>1024</td>
<td>Extron</td>
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<tr>
<td>000555337</td>
<td>50&quot; LCD Display</td>
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<td>1024</td>
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<td>7/35/2010</td>
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<td>000555338</td>
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<td>1024</td>
<td>Polycom</td>
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<td>000555339</td>
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<td>1024</td>
<td>Sonicaid</td>
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<td>12,067.91</td>
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<td>Flat Panel Display 55&quot;</td>
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<tr>
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<td>NU</td>
<td>3623</td>
<td>Polycom</td>
<td>8109500BEABEOG</td>
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<td>000555345</td>
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<td>NU</td>
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<td>Dell</td>
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<td>6/30/2010</td>
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<td>BC</td>
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<td>2004</td>
<td>NEC</td>
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<td>6/30/2010</td>
<td>6,799.15</td>
<td>BC</td>
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</tbody>
</table>

*School of Nursing*

*Fixed Assets Section of Accounting Services*
FIT Standards issued by the UNC System require an annual spot check of assets to ensure that they are properly accounted for.

- Each year after the inventories have been returned and processed (no later than November) a random list will be compiled of current capital equipment assets.
- Each department having items on the list will be notified of which assets must be seen.
- A member of the fixed assets team will schedule an appointment to see the asset.
Forms
Completing Forms Properly

* **Disposal request form** to be filled out and submitted electronically online.

* **All paper Fixed Asset forms** must be signed by the dean or highest ranking department head of the custodian department.

* **Copies** of all FA forms should be kept by the custodian department.

* **Equipment checkout list** is available.
Moveable Equipment Forms must be submitted to Fixed Assets for assets that are:

* **Transferred** between UNCW Departments
* **Traded-In** with authorization from Purchasing; include new PO # in remarks
* **Transferred Out** as in grant property transferred to another institution
* **Exchanged** for different assets or **Returned** to the vendor after tagging
* **Junked** (i.e. Used for parts)
* **Destroyed** by fire, water damage or accident.
* **Stolen** – Include copy of Police Report
* **Lost/Missing** – Include copy of Police Report
Completing Proper Forms

Surplus Instructions

• Log on to U-Business
• Select “Surplus” application and complete information as indicated (This is NOT the Movable Equipment Form)
• Submit for approval
• For help with Surplus, contact Warehouse Services, ext. 23620

For Items that ARE recorded as Fixed Assets—check your list!
Completing Proper Forms

**Moveable Equipment Forms**
(for transfers between departments)
- Must be signed by both department heads
- Should be the responsibility of current department.

**Temporary Equipment Check-Out List**
- Requires removal and expected return dates
- Department head and user signatures required
Completing Proper Forms

Stolen assets

* a copy of the UNCW or other police report with the asset tag and serial numbers should be sent to the Fixed Assets Office for removal of the asset from your regular inventory along with a completed Moveable Equipment Form.
**MOBILE EQUIPMENT CHANGE IN STATUS**

**University of North Carolina Wilmington**

The originating department prepares this form when an equipment item is transferred to another department, permanently relocated, lost, stolen, traded in, or sent to Surplus Property.

**UNCW FAS #:** (if applicable)

**Brief description of item:**

**Manufacturer:**

**Serial #:**

**Model #:**

**CHANGES IN EQUIPMENT STATUS**

**NOTE:** If University Moving Services is needed to move equipment to any location other than Surplus Property, submit a Moving Services Request in addition to the Movable Equipment form.

- [ ] Transferred to another department - Responsibility for the equipment changes.
- [ ] Relocated, but responsibility for the equipment does not change.
- [ ] Lost - Attach police report.
- [ ] Stolen - Attach police report.
- [ ] Traded In - Attach copy of purchase order.
- [ ] Sent to Surplus Property - Condition of Equipment: [ ] Good [ ] Fair [ ] Poor
- [ ] If equipment, does it work? [ ] Yes [ ] No
- [ ] If not working, list problems in remarks section.
- [ ] Software for disposal. Department must not destroy software but may destroy software license. Send software media (diskettes, CDs, etc.) to Surplus Property for disposal.
- [ ] Have applicable software files been erased from computer equipment? [ ] Yes [ ] No
- [ ] Other - Explain in remarks section

**Computer equipment is transferred or sent to Surplus Property:** Software and confidential data files must be removed (by hard-drive blanking process) prior to transferring equipment to Surplus Property or to another department. For assistance in the blanking process, contact ITS Client Services Technology Assistance Center, extension 6537.

**Complete hard-drive blanking process:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Date</th>
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If required by the software manufacturer, has the proper documentation been filed and/or software returned?

- [ ] Yes [ ] No [ ] N/A

**Other Remarks:**

**Originating Department/Shipper:**

- **Department:**
- **Building:**
- **Room No.:**
- **Contact Person:**
- **Ext.:**
- **Authorized Signature:**
- **Date:**

**Receiver:** (If equipment is transferred, relocated, or sent to Surplus Property)

- **Department:**
- **Building:**
- **Room No.:**
- **Contact Person:**
- **Ext.:**

**DISTRIBUTION BY ORIGINATING DEPARTMENT**

**Equipment Sent to Surplus Property:**

| White: Yellow: Pink + Goldleaf: | Fixed Assets |
| White: Yellow: Pink + Goldleaf: | Attachment to equipment |
| White: Yellow: Pink + Goldleaf: | Property personnel will sign form, keep pink copy, and give goldleaf copy to the originating department |

**Transferred Equipment:**

| White: Yellow: Pink + Goldleaf: | Originating department |
| White: Yellow: Pink + Goldleaf: | Recipient department signs form and keeps pink copy |

**All Other Changes:**

| White: Fixed Asset |
| Yellow: Originating department |

**FOR FIXED ASSETS USE ONLY**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Total Cost</th>
<th>FAS Signature</th>
<th>Date</th>
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**Equipment Temporary Check-Out List**

Use this form to record the temporary removal of university equipment from the normally assigned campus department of employees due to:

1. Loan to another university department or activity; or
2. Off-campus work on a university assignment by other university employees; or
3. Repair at an on-campus or off-campus location.

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>ID Number (UNCW FAS Tag or Serial No.)</th>
<th>Checked Out by: Name (UNCW Dept. or Repair Co.)</th>
<th>Address</th>
<th>Removed from Department</th>
<th>Returned to Department</th>
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<td>Date Removed</td>
<td>Initials of Borrower or Repairer (if applicable)</td>
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What All This Means

* Custodian departments are responsible for their UNCW assets, including:
  - purchase,
  - protection,
  - location,
  - and proper disposal.

* Following University policy and procedures during the year will save the department a tremendous amount of searching for missing assets and help maintain inventory accuracy.
Important Takeaways

* All employees are responsible for protecting the University’s property

* Use correct account codes and give full descriptions of assets for requisitions in the internal notes section in uShop

* Assets must be tagged within 60 days of invoice payment date

* When applicable, complete the correct Fixed Assets forms and forward to us

* Prepare for your Annual Inventory

* Visit our website: http://www.uncw.edu/controller/fixedassets/index.html
Our Staff & Location
Our Staff & Location

Fixed Assets Staff

Sharon Nalley
* Fixed Asset Administrator
* (910) 962-3156
* nalleys@uncw.edu

Julia Shook
* Financial Accountant
* (910) 962-7890
* shookj@uncw.edu

Cathy Purvis
* Student Assistant
* (910) 962-3156
* ctj7680@uncw.edu

*Fixed Assets Office Location
  * Hoggard Hall, Room 149E
    * Mail Code: 5934
    * FAX Number: (910) 962-2139

* WEBSITE: http://www.uncw.edu/controller/fixedassets/index.html
Ways We Can Help You!

Please call us! Fixed Assets can:

* Help with correct account codes if you fax or scan quotes to us before your requisition is submitted.
* Provide asset reports by department, building or location in preparation of departmental moves.
* Supply info on stolen assets for police identification.
* Check info on similar assets on campus.
* Supply more detailed information on missing or other assets by providing invoice copies.
* Provide identification of custodian for an asset.
* Answer questions about how to follow University policy & procedures.