

College of Design  
Capitalized Equipment  
Policy & Procedures

Purpose: to protect CoD resources by tracking use and location of capitalized equipment, (\$2K > for equipment & \$1K > for computers).

Policy

- The purchase of capitalized equipment (CE) requires written approval by CoD department head regardless of funding source, (college, departmental, professorship, etc.).
- CoD funding requires Dean's approval in addition to department head.
- Request to purchase CE requires purchase price, description of item, proposed use/purpose/location and estimated cost for supplies, maintenance, etc.
- Unless otherwise stipulated during approval process, any cost associated with CE (supplies, maintenance, etc.) is responsibility of the purchasing department.
- Replacement of CE requires new approval process and purpose of replacement.
- CoD/purchasing department assumes ownership of all capitalized equipment.
- Employee is responsible for the handling, storing and distributing of CE purchased by their request.
- Transfer of CE to another employee/department requires written request from employee approved by department head(s).
- CoD capitalized equipment is not available for personal use by anyone.
- Disposal of CE will be made in accordance with established University policies and procedures, and is not subject to individual transference.

Procedure

- Employee requesting the purchase of CE submits a Funding Request form to department head for approval. (Form can be submitted to CoD Business office, 112A PH for forwarding to department head.)
- Approved Funding Request form is forwarded to CoD Business Office (112A PH) for purchase order preparation.
- Property tag issued by Plant Assets will be affixed to CE. Plant Assets New Inventory Worksheet form is completed by Dean's office (Kimberly Light). Original worksheet returned to Plant Assets and copy of worksheet retained with inventory records in Dean's office.
- Completion of the Off-Campus Equipment Report form is required if CE will be used off-campus. Form is retained in Dean's office and reconciled with inventory report during annual process.
- Written approval from department head(s) is required to transfer CE to another employee/department. Written approval is retained in Dean's office with inventory records.
- Verification of CE is made annually in accordance with established University policies and procedures.

Procedure (contd.)

- Annual inventory report is signed by CoD Business Officer and forwarded to Plant Assets. Copy of report is retained in Dean's office.
- CE is disposed of by submitting disposal request to Dean's office (Kimberly Light) via email including property tag number. Copy of email requests are retained in Dean's office with inventory records.
- Dean's office submits a written request to Surplus enumerating equipment and property tag number of CE ready for disposal.
- CE is marked as surplus and held in a central area until picked-up by Trucking Services.

7/1/2009