Colorado State University

Add Assets to Kuali
Business & Financial Services
-Property Management Office-

All donations and transfers of assets must be submitted to the Office of Advancement in order to be properly recorded.
Use this form if you have acquired property with potential value exceeding $5000

Department Receiving Equipment

Contact Name: _____   Phone number: _____

○ Transferred In by another company or agency.   ○ Assets have been reported to Advancement

Transferring agency   Received date

Include a letter from the agency relinquishing the asset and a letter from the CSU department accepting the asset.

An appraisal may be required for equipment transferred in. Appraisals can be requested from the Surplus Property Department or performed by a certified 3rd party.

○ Equipment on loan to CSU by a sponsor, vendor, or Federal agency.
Include the contract
Loaning Agency _____

Expected date of receipt & estimated date of return for Loaned Equipment.
Received date   Return date

Description			Description			Description
Year built			Year built			Year built
Vendor			Vendor			Vendor
Manufacturer			Manufacturer			Manufacturer
Model			Model			Model
Serial #			Serial #			Serial #
Department#			Department#			Department#
Building #			Building #			Building #
Room #			Room #			Room #
Asset Rep			Asset Rep			Asset Rep
*Value/Price			*Value/Price			*Value/Price

*For loaned equipment, list the cost on the contract; for transfered in, list the market value or the appraised value.

For Property Management to fill in: *For Property Management to fill in:*   *For Property Management to fill in:*

Decal number			Decal number			Decal number
PO			PO			PO
PO date			PO date			PO date
Org Account			Org Account			Org Account
Account			Account			Account
Object code			Object code			Object code
Asset type code			Asset type code			Asset type code
Owner			Owner			Owner