COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 4-6

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

2. **Procedure Purpose and Effect:** Procedures for any department or organization within the university to track non-capital assets in the CAM database. This procedure provides guidance on how to enter non-capital assets into the CAM database, how to use additional functionality within CAM for tracking non-capital assets and how to retire non-capital assets from the CAM database. Many non-capital assets are considered high-theft or sensitive property. Monitoring such items may be beneficial or necessary.

3. **Application of Procedure:** This procedure applies to those departments or organizations that are requesting to track non-capital assets.

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

5. **Definitions:**

    A. **Acquisition Type Code:** An asset record field within the Capital Asset Management (CAM) module that identifies how an asset was brought into the system. Options include New, Gift, Found, and Non-Capital.

    B. **Asset Status Code:** An asset record field within the Capital Asset Management (CAM) module that identifies if an asset is active or retired.

    C. **Capital Asset Management (CAM):** CAM is a module of the university Kuali Financial System (KFS). This is the system of record for fixed assets within the Kuali Financial System.

    D. **Capital Asset Management (CAM) Processor:** Any Kuali user can view assets. People need to apply for the CAM Processor role. If granted, the CAM Processor Role can edit, loan, transfer, and retire capital assets; as well as enter non-capital assets into Kuali.

    E. **Control Asset:** A control asset is used to post transactions that will be reclassified to a more appropriate object code.

    F. **Decal (Tag):** Bar code label in the form of a sticker that is affixed to an asset.

    G. **High-Theft Items:** Items of property which are susceptible to being appropriated for personal use or which can be readily converted to cash. This includes, but is not limited to, computers, radios, cameras, microscopes, etc. These items must remain in a secure area when not in use.

    H. **Non-Capital Asset:** An item that costs less than the capitalization threshold and/or has a useful life of less than one year. Consumables or items that lose their identity when incorporated into a more complex unit.

    I. **Non-Expendable:** Items such as equipment, instruments and tools that are not consumed in a manufacturing process, and which retain their original identity and characteristics during their useful

life. An item is non-expendable if it is characteristically restored to service by replacement of lost, worn, or damaged parts.

    J. **Sensitive Property:** The government defines sensitive property as property potentially dangerous to public safety or security if stolen, lost or misplaced or that shall be subject to exceptional physical security, protection, control, and accountability such as classified property, weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or waste, or precious metals. These items must remain in a secure area when not in use.

6. **Procedure Statement:** When high-theft items such as; laptops, cell phones, and weapons cost less than the capitalization threshold of $10,000 (or other threshold if set by a contract, grant, or agreement) they are considered non-capital assets and, therefore, will not be recorded as a capital asset in the Capital Asset Management (CAM) database. The department may still want to monitor such assets for various reasons including tracking proprietary information, monitoring smaller items, managing frequently checked out items by various members of the department or shared with other agencies, or to protect high-theft items. They can do so by adding a non-capital asset record into the CAM database and obtaining a decal in the designated non-capital range (9xxxxx) from the Property Management Office. 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.

    A. **Creating a Non-Capital Asset:** Non-capital assets may be added into the CAM database by using an Asset Global (Add) document. A CAM Processor role is needed in order to submit an Asset Global (Add) document. Select Acquisition Type Code "A" (Non-Capital). Enter the department's default number in the Organization Owner Account Number; the Owner field should be CSU; use Asset Status code "N" (Non-Capital Active); the asset condition and asset description should be completed; use Asset Type Code "10000N" (Non-Capital Asset); enter vendor name, manufacturer, model, serial number, tag/decal number (provided by Property Management, the number will start with a 9); enter the campus, building code, room number, and responsible person. The payment tab may be used by entering the appropriate information regarding the purchase of the equipment. If used, enter the account, object code, document number, document type code, posted date, and the asset amount from the document you want tied to the asset record. Click on submit when the information has been completed. It is important to note that these transactions do not create accounting entries and the asset will not depreciate; also, non-capital assets do not have the same data requirements as capital assets.
The edit, loan, merge, and separate functions are available with non-capital assets.

        1. **Weapons:** Departments should refer to the Board of Governor's website regarding CSU's Weapons Control Policy.

        2. **High-Theft Items, Precious Metals and Sensitive Property:** Every precaution must be taken to assure the safekeeping of high-theft items, precious metals, and sensitive property.
           a. Precious metals must be locked in a safe when not in use. Changes in configuration must be in accordance with contractual provisions including extraction from the original product. Disposal instructions must come from the contracting officer.
           b. Whenever removed from a secure area, the individual removing them must sign for them and indicate the expected time or date when they will be re-secured. Any transport off campus of weapons, ammunition, explosives, radioactive materials, or hazardous materials or wastes must be conducted in a manner prescribed or approved by Environmental Health Services.

c. When in use off campus for an extended time period or periodic use, a check in-check out procedure must be established.

3. **Hazardous Materials:** If hazardous or dangerous materials are to be acquired in the course of conducting government or other research, or to be sold after use, consult the Environmental Health Services Office.

B. **Retiring Non-Capital Assets:** To stop tracking the asset in Kuali, non-capital assets may be retired from the CAM database by submitting an Asset Edit document and changing the Asset Status Code to an "O" for non-capital retired. Click on submit when the information has been completed. Once retired, the department must use an electronic Equipment Authorization Change Request (EACR) to send the asset to Surplus Property. Otherwise, if the department wants to dispose of the asset rather than just retire the asset record, they should submit an Asset Edit document to transfer the asset to Surplus Property for disposal and retirement rather than submitting an electronic EACR. A CAM Processor role is necessary to submit an Asset Edit document.

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

Board of Governors Policy 115: http://csusystem.edu (Under Board of Governors Heading and Policies and Procedures)

Property Management website: http://busfin.colostate.edu/Depts/PropMgt.aspx

8. **Forms and Tools:**

Capital Asset Management (CAM) Processor Role Application, required for creating Kuali documents related to capital assets, is located at:
http://busfin.colostate.edu/Resources/Forms.aspx

Kuali Financial System (KFS) Creating Kuali Documents (required to track a capital asset during its life cycle) guidance is located at:
http://busfin.colostate.edu/Depts/PropMgt.aspx (Under the Guides and Manuals heading and Creating Kuali Documents subheading)

Kuali Financial System (KFS) User's Manual is located at:
http://busfin.colostate.edu/Resources/Guides_Manuals.aspx (Under the Manuals heading)