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## Types of Assets

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</tr>
<tr>
<td></td>
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<td><strong>2) Non Capitalized</strong></td>
<td></td>
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<tr>
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<td>Furniture</td>
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<td></td>
<td>Staplers</td>
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<tr>
<td></td>
<td>Office phones</td>
</tr>
<tr>
<td>A) Non Cap General</td>
<td>Desktop</td>
</tr>
<tr>
<td></td>
<td>Computers</td>
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<tr>
<td></td>
<td>Fax Machines</td>
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<td>Printers</td>
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<tr>
<td>B) Non Cap Low Risk</td>
<td>Laptop Computers</td>
</tr>
<tr>
<td></td>
<td>Projectors</td>
</tr>
<tr>
<td></td>
<td>Guns, Bows, ammunition</td>
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<td>Cameras</td>
</tr>
<tr>
<td></td>
<td>Portable displays</td>
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<tr>
<td></td>
<td>Tablet Computers</td>
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<tr>
<td></td>
<td>credit card terminals</td>
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<tr>
<td>C) Non Cap High Risk</td>
<td>Shared</td>
</tr>
<tr>
<td></td>
<td>Used by more than one person</td>
</tr>
<tr>
<td></td>
<td>Assigned</td>
</tr>
<tr>
<td></td>
<td>Used by only one person</td>
</tr>
</tbody>
</table>

Equipment that stays in the office

Equipment that leaves the office or is sensitive or theft prone
Buying Assets

- **< $1,000**
  - Items are permitted via Extension Local Checking

- **$1,000 < $5,000**
  - Items are permitted via Purchasing Card

- **$5,000 < $25,000**
  - Required Purchase Order via eRequests
  - Requires public bid

- **$25,000**
  - Equipment on sponsored projects should always be purchased on a purchase order.

- **> $25,000**
  - It is preferred that all equipment is purchased through eStores via eRequest – however, other buying tools are permitted at certain thresholds.
**Extension Computers:** All computers and tablets for Extension Units 55xxx and 57xxxx are purchased by contacting ithelp@cfaes.osu.edu.

**Packing Slips:** Attach the packing slip to the eRequest (after purchase).

**Donated Equipment:** If you have a person or organization that would like to donate equipment to you, work with buxton.65@osu.edu to complete the donation.

**OSP Equipment:** The ordering process for OSP equipment is the same on the UNIV. There may be some variations after the equipment is delivered and your business office representative will help with that.
## Tagging

### Capitalized

1. You will receive a letter in the mail from Business Operations titled *Asset Management Tagging Verification* along with a tag and a form.

2. Email [cfaesbusiness@osu.edu](mailto:cfaesbusiness@osu.edu) a photo of the equipment, a photo of the serial number on the equipment, and a photo of the tag once placed on the machine (3 photos).

3. Review the information on the form, sign the form, and send via fax 614-688-0529 or email [cfaesbusiness@osu.edu](mailto:cfaesbusiness@osu.edu).

### Non Capitalized

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase price $&lt; 5,000</td>
<td>Non Capitalized Equipment Tag</td>
</tr>
</tbody>
</table>

- **A) Non Cap General**
  - Equipment that stays in the office
  - Optional

- **B) Non Cap Low Risk**
  - Equipment that leaves the office or is sensitive or theft prone
  - Optional

- **C) Non Cap High Risk**
  - Equipment that leaves the office or is sensitive or theft prone
  - TAG - Non Capital Equipment Tag

- **SHARED**
  - Used by more than one person

- **ASSIGNED**
  - Used by only one person
Tagging

Non Capitalized

1. Order Non Capital Equipment tags.

2. Attach a tag to equipment that will leave the office as soon as you receive it.
Logging

Capitalized

1. Your Business Operations representative will work with the asset management office to record the asset.

Non Capitalized

1. Record low risk, high risk items on your Non Capital Equipment Log as soon as you receive the items.

2. Attach the packing slip to the eRequest used to order the equipment.

Sample Log: http://cfaesfinance.osu.edu/forms
**SHARED OR ASSIGNED?**

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>Tag</th>
<th>Log</th>
<th>Review Form</th>
<th>Due Dates</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>D) Non Cap High Risk</td>
<td>TAG - Non Capital Equipment Tag</td>
<td>LOG - Non Capital Equipment Log</td>
<td>Non Capital Equipment Log</td>
<td>March</td>
<td>Laptop Computers, Projectors, Guns, Bows, ammunition, Cameras, Portable displays, Tablet Computers, credit card terminals</td>
</tr>
</tbody>
</table>

**SHARED**
Post the **Equipment Sign-out Template** with the equipment. Keep the log in your office. Users should sign equipment in and out as they use it.

http://cfaesfinance.osu.edu/forms

**ASSIGNED** – Form to be submitted to your HR Representative.
Each time you purchase new equipment you should have individuals assigned to that equipment sign the **Agreement for Assignment of University Equipment**. Don’t forget to update when the equipment moves.

http://cfaesfinance.osu.edu/forms
Verification

Capitalized

In July, each unit will receive notification from either FAES Finance regarding the PIERR reports. PIERR = Physical Inventory Equipment Review Report.

Each unit must download and print the reports for their orgs from eReports. They should review them in detail, locating all equipment and verifying tag numbers, locations and custodians. The form must be signed and then should be faxed or emailed back to the office requesting.

Steps to Download the PIERR report
1. Navigate to [http://ereports.osu.edu](http://ereports.osu.edu) and log in with Username and Password.
2. Follow the Path: Financials, Physical Inventory, Fiscal Year, FAES
3. Choose the appropriate D Node.
4. Choose your Org.
5. Choose the PDF in the right frame and Print the PDF.
   - Signature should be the Unit Approver and one other person.
6. Sign all pages that have a certification page, including Capital Equipment, Non-capital equipment and OSURF inventory items.
7. Return via fax 614-688-0529 or email to [cfaesbusiness@osu.edu](mailto:cfaesbusiness@osu.edu).

Note: Don’t see your org? It means you don’t have a report to file!
Verification

Non-Capitalized

In March, an updated, signed copy of your Non Capital Equipment Log is due to Business Operations for all 57xxx Extension Orgs. Academic units do not send in logs centrally, but it is a good practice to review, update, and sign annually.

Review the log carefully – make sure you did not miss any new purchases this year. Look for reassigned equipment. Move discarded items to the historical tab.

Return via Fax 614-688-0529 or email cfaesbusiness@osu.edu.

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**Non-Capital Equipment Log**

Non-capital equipment is equipment that cost less than $5,000 at the time of purchase. Generally you should record any items that have a serial number and:

1. are theft prone (such as computers, laptops, iPads, computing equipment, digital cameras, etc.)
2. are sensitive (such as firearms) or
3. are moveable (such as laptops, cell phones, PDAs).

Each item requires an OSU Tag and that number should be recorded below. Tags can be ordered through the Business Office Web page: [http://osuebusiness.osu.edu/orderform.php](http://osuebusiness.osu.edu/orderform.php).

Annually (in March) a copy of this *signed* log should be submitted to the Business Office.

* For items assigned to an individual and used off-site complete an Agreement for Assignment of University Equipment Form (AM0004) [http://www.cotr.ohio-state.edu/forms/AM0004OffCampus.pdf](http://www.cotr.ohio-state.edu/forms/AM0004OffCampus.pdf).

** For items Shared by an office and used off-site a sign out/sign in sheet must be used to track the item. Sample Sheet available: [http://osuebusiness.osu.edu/forms.php#FormsEl](http://osuebusiness.osu.edu/forms.php#FormsEl).

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<table>
<thead>
<tr>
<th>Non-Capital Tag #</th>
<th>Acquisition Date</th>
<th>Purchase Price</th>
<th>Asset Description/Brand</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Room or Individual</th>
<th>Is this equipment used off campus?</th>
<th>If yes - List person item is assigned to* or mark as Shared**</th>
</tr>
</thead>
</table>

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*Current Equipment* | *Historical*
Changes

Types of Changes
Transferring equipment to different location, assigning equipment to a different user, and transferring equipment to another department.

Capitalized
Email cfaesbusiness@osu.edu with what you need to change and the tag number. Academic Units can enter their own changes in PeopleSoft.

Non Capitalized
Make updates to your Non Capital Equipment Log locally.
Disposing of Assets

Capitalized and Non Capitalized

On Campus Offices

1. Complete the [CFAES Surplus Equipment Disposal Request Form](#).

2. Business Operations will email you the self manifest which you take with you to deliver to surplus or to give to the pickup drivers.

For Capitalized Only: Complete [Application for Asset Retirement Form](#).

For Non Capitalized Only: Move the item to the historical tab on your Non Cap Log.

Off Campus Offices

1. Complete the [Off Campus Disposal of Capitalized Equipment Permission Form](#).

2. Dispose of equipment

3. Complete [Application for Asset Retirement Form](#).

Capitalized

Non Capitalized

1. Dispose of equipment.

2. Move the item to the historical tab on your Non Cap Log.
Not going through surplus?

**SELL**

Note: Cannot sell to an OSU employee

**For your files:**
- Look online for an estimated value of the asset and keep it in your files.
- A copy of the advertisement posted, where it was posted, and for what time frame.
- Save a copy of the buyer’s check.

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**DONATE**

Note: Groups donated to should be non profits or have similar to non profit status.

**For your files:**
- Look online for an estimated value of the asset and keep it in your files.
- An acceptance letter from the organization.
- A completed W-9 form from the organization.

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**TRASH**

Note: Make sure all sensitive information has been destroyed.

**For your files:**
- Look online for an estimated value of the asset and keep it in your files.
- Receipt from trash location (if applicable).
- Internal note on how you disposed of the item, who disposed, and the date.
Use eStores when possible to purchase equipment.

Know what needs to be tracked in the system (Capitalized) and what can be tracked manually (Non-Cap).

Items that leave the office require an Agreement form or sign-out sheet.

Process for disposing equipment is based on whether you are on or off campus.
Resources

OSU Carmen [https://carmen.osu.edu](https://carmen.osu.edu)
- GL 8 Equipment Coordinator

Training:
[cfaesfinance.osu.edu/training/asset-management](http://cfaesfinance.osu.edu/training/asset-management)
- Accessing Inventory Reports
- Non Cap Assets and FAQs
- Cell Phone, Internet, and Data Guidelines
- Cell Phone and Data Policy FAQs
- Shared Data Connectivity Device Sign-out
- Asset Management Guidelines Document

Forms:
[http://cfaesfinance.osu.edu/forms#AM](http://cfaesfinance.osu.edu/forms#AM)

New Assets
- Agreement for Assignment Univ Equipment
- Equipment Signout Template
- Non Capital Equipment Tag Order Form
- Non Capital Equipment Log Template

Asset Disposal
- Columbus campus Disposal Request Form
- Off campus Disposal Request Form
- Interdepartmental Transfer Form
- Retirement Form

Business Operations:
[http://cfaesfinance.osu.edu/aboutus](http://cfaesfinance.osu.edu/aboutus)