

PROPERTY MANAGEMENT ADDITIONS REQUEST FORM

PURPOSE:

Submit this form **when adding capitalized equipment (*capitalization level of \$2,000 and a useful life of more than one year*) to the departmental inventory** that requires a University of Iowa tag (see UI Operations Manual, Part V, Chapter 12). Examples include (but are not limited to):

- Capitalized Equipment is found in the department, and belongs to the department but doesn't appear on an inventory report.
- Capitalized Equipment is brought with a new faculty member joining the department.
- Capitalized Equipment is donated to the department.
- Capitalized Equipment is acquired from Government Agencies, etc.

INSTRUCTIONS:

For each asset to be added to the departmental inventory, furnish the following:

- **UI TAG NUMBER:** leave this field blank if the asset has not been previously tagged.
- **CODE:** select one of the Addition Codes printed on the form, or select "Other" and enter a brief explanation.
- **DESCRIPTION:** enter a brief description of the item to be added (e.g., "Computer HP Vectra XM2, 4/66").
- **SERIAL # & MODEL #:** enter the information as recorded on the asset.
- **MASTER FILE KEY:** enter the required MFK codes; if adding multiple assets with identical MFK's, you may enter "Same" in the DEPT field.
- **AMOUNT:** enter the "Fair Market Value" (equal to \$2,000 or greater) if the actual purchase price is not known.
- **LOCATION & PERSON RESPONSIBLE:** enter the building, room and the name of the custodian responsible for the asset.
- If University capital asset(s) is located off campus, the Department should complete and retain a copy of the "Off-Campus Use of Property Form".
- In accordance with the University Operations Manual and audit guidelines, Departmental approval is required to add equipment to the University's Asset Management system. Please adhere to all departmental guidelines for authorization.

If there are questions regarding this form, please contact the Property Management Office.

Send completed forms to:
Property Management Office
609 Jefferson Building