

UITS Capital Asset Location Management Procedure

Effective: July 1, 2019

Purpose:

The purpose of these procedures is to ensure all UITS employees know what is needed and expected for properly managing the location of UITS capital assets. Proper management of capital asset locations is required by IU policy - [Capital Movable Asset Physical Inventories, Tagging, and Location Changes](#). Proper management asset locations will also reduce the amount of time spent locating the asset during physical inventory, saving time for all involved. As physical inventory is conducted, capital assets that are not at their designated locations will be noted and this information will be reported to the UITS Fiscal Officer and department executives.

Contact information:

Send to Inventor: inventor@iu.edu

CC: Kim Bruner, capital assets supervisor: kibruner@indiana.edu, 812.856.9955

Andria Burkett, facilities receiving clerk, contact for IUPUI capital assets: athursto@iu.edu, 317.278.5234 or 317.278.3338

Examples of when notification of a capital asset relocation is required:

- A. Rack to rack
- B. Office to office, same or different building
- C. From Indianapolis to Bloomington or elsewhere and back
- D. On-campus location to off-campus location and back
- E. Surplus
- F. Transferring from one department to another department
- G. Trade-in or selling

* This does include non-taggable assets (cards, etc. that live inside another capital asset)

Steps for communicating a capital asset relocation:

1. Send an email to: inventor@iu.edu and cc: kibruner@indiana.edu, athursto@iu.edu. Use subject line “Capital Asset Relocation”
 - a. IU tag number
 - b. Serial number
 - c. Asset description
 - d. Prior location
 - e. New location
 - f. Contact Name
 - g. Account and sub account of new department (if transferring departments)
 - h. Date of move

For capital asset transfers to surplus:

Bloomington campus –

1. Bring capital asset(s) to the Data Center dock.
2. Place capital asset(s) on surplus skid.
3. Fill out a hard copy of the IUB Surplus Form (below).
4. Give the completed form to whomever is working the dock. Do NOT submit to Surplus.
5. With questions or special circumstances please send an email to: inventor@iu.edu and cc: kibruner@indiana.edu, athursto@iu.edu
6. We can make arrangements for pick up at a different location if necessary.
7. Exception for EITS and TechSelect:
 - A. Send an email to: inventor@iu.edu and cc: kibruner@indiana.edu, athursto@iu.edu with IU tag number and description of item.
 - B. Attach transfer document to capital asset(s) prior to pick up from CIB dock.

[IUB Surplus Form \(PDF\)](#)

IUPUI campus -

1. Contact Andria Burkett: athursto@iu.edu or 317.278.5234 or 317.278.3338 and cc: kibruner@indiana.edu and inventor@iu.edu to communicate what you have to transfer to Surplus.
2. Fill out a hard copy of the IUPUI Surplus Form.
3. Bring the capital asset(s) to the UITs Receiving Room: ICTC 063
4. Give the completed form to whomever is working the dock.
5. Exception: When the capital asset(s) will be picked up by Stuart's from somewhere other than the ICTC dock.
 - A. Go to <https://app.surplus.iupui.edu> and complete form.
 - B. Email your form and/or request ID numbers to athursto@iu.edu cc: kibruner@indiana.edu and inventor@iu.edu and call out any capital assets.
 - C. Provide date of pick up.
 - D. If capital asset(s), attach transfer document provided back to you to the capital asset(s) prior to pick up.

[IUPUI Surplus Form \(PDF\)](#)

Link for reference:

Financial Management Services' [Capital Asset Standard Operating Procedures](#)