

**2010**

# **FIXED ASSET GUIDELINES**

ISSUED APRIL 2010

## Table of Contents

1.0	INTRODUCTION.....	1
2.0	DEFINITIONS.....	1
3.0	DEFINING FIXED ASSETS.....	2
3.1	Explanation of what constitutes a MUN fixed asset.....	2
3.2	Goods not considered to be fixed assets.....	2
4.0	PURCHASING FIXED ASSETS FROM OPERATING FUNDS.....	3
4.1	How to purchase a fixed asset.....	3
4.2	Fixed asset account codes.....	3
4.3	Completing the Fixed Asset Addition Form.....	3
4.4	How a department obtains a fixed asset permanent tag.....	3
4.5	Special Situations.....	3
4.5.1	Purchasing multiple units of the same asset.....	3
4.5.2	Purchasing fixed and non-fixed assets on the same PO.....	4
4.5.3	Creating a fixed asset PO that is paid in percentages.....	4
4.5.4	Purchasing leased fixed assets.....	5
4.5.5	Purchasing fixed assets using PDTER funds.....	5
4.5.6	How to account for a donated fixed asset.....	6
5.0	FIXED ASSET UPDATES.....	6
5.1	Transfer/Change/Delete.....	6
5.2	Surplus Property.....	7
5.3	Exceptions to the fixed asset update process.....	7
6.0	OFF CAMPUS USE OF EQUIPMENT.....	8
6.1	When is eligibility granted to use equipment off campus.....	8

6.2	How to request permission to use equipment off campus. ....	8
7.0	FIXED ASSET REPORTS AND INQUIRIES.....	8
7.1	Fixed asset reports and inquiries in Banner Finance. ....	8
7.2	How to view the Fixed Asset Property Report.....	9
7.3	Information provided by reports and inquiry screens.....	9
8.0	ROLES / RESPONSIBILITIES .....	9
8.1	Departmental.....	9
8.2	Financial Reporting and Analysis .....	10
8.3	Enterprise Risk Management.....	11
9.0	FREQUENTLY ASKED QUESTIONS AND ANSWERS .....	11
10.0	CONTACTS.....	14

**TABLE OF FIGURES**

Figure 1: Purchasing multiple units of the same asset ..... 4

Figure 2: Fixed asset PO paid in percentages ..... 5

**APPENDIX**

APPENDIX A Fixed Asset Account Numbers

APPENDIX B Forms (Addition, Transfer/Change /Delete & Surplus)

APPENDIX C Fixed Asset Property Report Parameters

# 1.0 INTRODUCTION

These guidelines, administered by Financial and Administrative Services, apply to all fixed assets owned by Memorial University of Newfoundland (MUN).

Its purpose is to provide university departments with the procedures to track fixed assets and to provide for the safekeeping of assets owned by MUN.

# 2.0 DEFINITIONS

**Administrator** Department’s Fixed Asset Administrator. This role will normally be carried out by the staff member in the department who has responsibility for financial matters. This person will be responsible for reviewing, maintaining and updating their department’s fixed asset property report and corresponding with the Department of Financial and Administrative Services (FAS) to ensure necessary updates are made to the fixed asset database.

**Attachment** An item that is an integral part of the primary asset and cannot be used without the primary asset.

**Capital Lease** A lease arrangement where in accordance with generally accepted accounting principles (GAAP), the leased asset must be recorded as a fixed asset.

**Commodity Accounting** A process whereby an expense account is assigned to each individual item on a purchase order.

**Component** A fixed asset that has an association with a primary asset and has its own permanent tag. The component may be used as a standalone item.

**FAS** Department of Financial and Administrative Services

**Origination Tag** A temporary fixed asset number created by Banner. This number is used to reference the fixed asset only until a permanent tag number is assigned by FAS.

Permanent Tag	A permanent fixed asset number created manually by FAS. This number is assigned to each fixed asset and is printed on a tag that must be attached to the asset in a location where it can be easily seen.
PO	Purchase Order.
Primary Asset	A permanent fixed asset that is also a parent asset of other components and/or attachments.

### **3.0 DEFINING FIXED ASSETS**

#### ***3.1 Explanation of what constitutes a MUN fixed asset.***

Fixed assets are those assets of a permanent nature that are required for the normal conduct of operations. Fixed asset ownership rests with the university, whether purchased with operating, ancillary, capital, grant or other restricted funds, or on a capital lease. Examples include:

- furniture, equipment, computers and vehicles where
  - (a) the cost is \$2,500 or greater (after tax, net of rebate). For example, a telescope was purchased for \$2,400.00 plus \$312.00 HST (13%). The rebate (assuming 67% of GST (5%)) is \$80.40. Cost of the telescope was \$2,631.60.

The cost generally includes the purchase price and other acquisition costs such as installation costs, freight charges, transportation, duties, exchange rates etc.

- (b) Two or more items (or components) add up to \$2,500 or greater (after tax, net of rebate) and are used together to make one functioning unit.
- Computer software where
    - (a) the cost of computer software is greater than or equal to \$100,000 (after tax, net of rebate).

#### ***3.2 Goods not considered to be fixed assets.***

The following goods are not considered to be fixed assets:

- (a) An operating lease (ie. ownership will never transfer to MUN, strictly a rental agreement; for example a photocopier).
- (b) Items whose useful life is less than one year.

- (c) Computer software with a cost (after tax, net of rebate) less than \$100,000.
- (d) Furniture, equipment, computers and vehicles with a cost (after tax, net of rebate) less than \$2,500.

## **4.0 PURCHASING FIXED ASSETS FROM OPERATING FUNDS**

### ***4.1 How to purchase a fixed asset.***

Fixed assets must be purchased using the Purchase Order (PO) process. PO's capture the data required by the fixed asset module of Banner Finance, a feature that is not offered through a direct pay or procurement card purchase. The information included in the description in the commodity section of the PO is the information seen as the description on the Fixed Asset Property Report. It is important to use a description that will easily identify the asset.

### ***4.2 Fixed asset account codes.***

The expense must be coded to a 790xx account. Please see Appendix A for a list of appropriate accounts.

### ***4.3 Completing the Fixed Asset Addition Form.***

Upon receipt of goods, a Fixed Asset Addition Form (Appendix B) must be completed in full including a complete description, serial number, color, etc. It is important, for future reference and identification, to include as much information as possible on this form. A copy should be retained by the department and the original forwarded to FAS to be entered into Banner to subsequently appear on the property report for the department.

### ***4.4 How a department obtains a fixed asset permanent tag.***

Upon receipt of the Fixed Asset Addition Form, a permanent tag number is assigned, documented and forwarded to the department by FAS.

Once the department's administrator receives a permanent tag it must be placed in a visible location on the asset.

### ***4.5 Special Situations***

#### **4.5.1 Purchasing multiple units of the same asset.**

When ordering more than one of the same item on a PO, always use the quantity field to indicate the total number of items. For example, if three of the same unit is ordered for \$2,500 each, the

PO should be keyed as three units at \$2,500 each for a total commitment of \$7,500. See example Figure 1. This will prompt three fixed asset tag numbers to be produced. If a single quantity price of \$7,500 was used for the three items, then only one tag number would be issued.

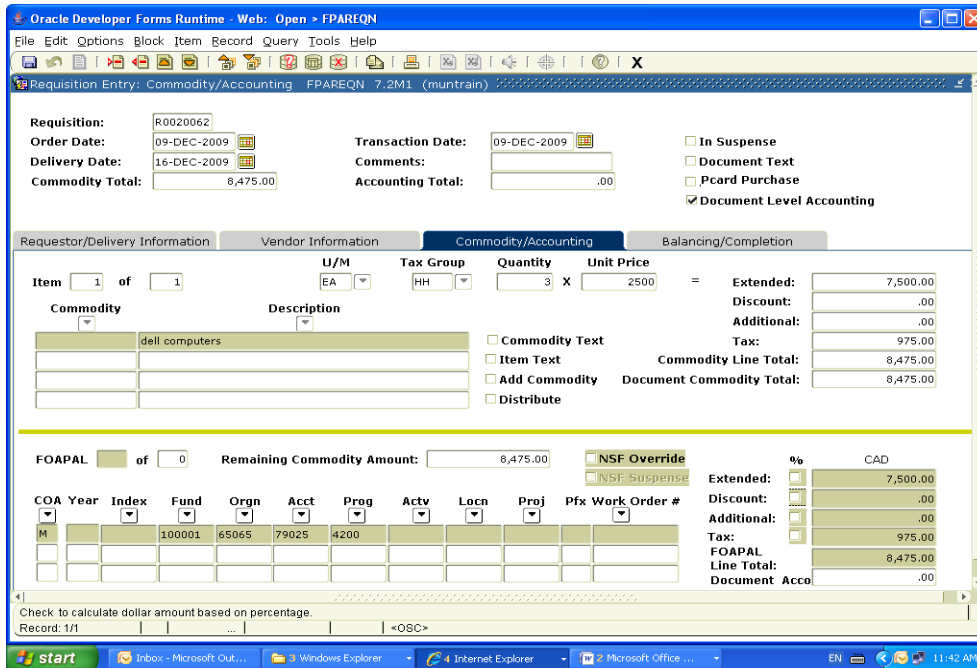


Figure 1: Purchasing multiple units of the same asset

#### 4.5.2 Purchasing fixed and non-fixed assets on the same PO.

If you are purchasing fixed assets and non-fixed assets on the same PO, you must use commodity accounting. This means that you must uncheck the Document Level Accounting box on the Requisition / Delivery page of the PO screen. As you enter each line item you will be prompted for a FOAPAL before you continue to the next item. Ensure only the fixed asset is coded to a 790xx account (Appendix A).

#### 4.5.3 Creating a fixed asset PO that is paid in percentages.

If the PO is to be paid in percentages, make each progress payment a separate line item. If you use only one line item, an origination tag will never be created.

For example if you have three progress payments (at 25%, 50% and 25%) and only one entry on the PO, your receiving for the first payment will be .25 of the total purchase. Banner Fixed Assets does not recognize anything less than 1 unit. If you have each progress payment as a line item the first 25% payment will be 1 unit received, etc. See example Figure 2.

Oracle Developer Forms Runtime - Web: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition: R0020426  
 Order Date: 12-JAN-2010  
 Delivery Date: 26-JAN-2010  
 Commodity Total: 4,910.00

Transaction Date: 12-JAN-2010  
 Comments:  
 Accounting Total: 4,910.00

In Suspense  
 Document Text  
 Pcard Purchase  
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item 3 of 3 U/M EA Tax Group HH Quantity 1 X Unit Price 1000 = Extended: 1,000.00  
 Discount: .00  
 Additional: .00  
 Tax: 130.00  
 Commodity Line Total: 1,130.00  
 Document Commodity Total: 4,910.00

Commodity Description  
 25% Progress Payment  
 50% Progress Payment  
 25% Progress Payment

Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

FOAPAL 1 of 1 Remaining Commodity Amount: .00  
 NSF Override  
 NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Pfx	Work Order #
M	10	100001	65065	79025	4200					

Extended: 4,000.00  
 Discount: .00  
 Additional: .00  
 Tax: 910.00  
 FOAPAL Line Total: 4,910.00  
 Document Acco: 4,910.00

WARNING: Budget is exceeded for sequence 1  
 Record: 1/1 | ... | List of Valu... | <OSC>

Figure 2: Fixed asset PO paid in percentages

#### 4.5.4 Purchasing leased fixed assets.

The account number of the FOAPAL must be coded to 793xx. No Fixed Asset Addition Form is required for this purchase and the capitalization process is completed manually by FAS.

#### 4.5.5 Purchasing fixed assets using PDTER funds.

Items purchased with PDTER funds must be submitted on a travel claim and coded to 790xx account (Appendix A). A Fixed Asset Addition Form (Appendix B) must accompany the travel claim. The form must be fully completed including a description, serial number, color etc. It is important, for future reference and identification, to include as much information as possible on this form. A copy should be retained by the department.

The Travel Accounting Clerk will forward the addition form to appropriate personnel in FAS for updating of the Fixed Asset Property Report.

#### **4.5.6 How to account for a donated fixed asset.**

If a fixed asset has been donated to your department, complete the Fixed Asset Addition Form (Appendix B), indicate that the item was donated and include an estimated fair market value. Donations are added to the fixed asset inventory system at the fair market value of the asset at the time it was received. If the asset's fair market value cannot be determined, the asset shall be valued at a nominal amount. All direct costs, such as transportation and installation, associated with the donation shall be included when evaluating the fixed asset value.

A copy should be retained by the department and the original forwarded to FAS.

## **5.0 FIXED ASSET UPDATES**

### ***5.1 Transfer/Change/Delete***

A fixed asset transfer occurs when a department agrees to give an asset to another department or a department transfers a fixed asset to a new location within the department.

A fixed asset change occurs when a department identifies incorrect information on the Fixed Asset Property Report, for example, the serial number was entered incorrectly.

A fixed asset delete occurs when a department has a fixed asset on its Fixed Asset Property Report that is no longer in the department.

In all cases a Fixed Asset Transfer/Change/Delete Form (Appendix B) is completed by the department's administrator who is presently responsible for the fixed asset. For each request the form requires you to include the Department, Faculty, or School, the date, the permanent tag number and the description (from the Property Report).

For a transfer or change you also have to complete the applicable details in the "Transfer / Change to" section of the form. Here you would include the revised information that should be on the Fixed Asset Property Report. For example if the serial number was entered incorrectly you would have to include the correct serial number.

For a delete you also have to complete the "Delete" section of the form which asks for the reason for deleting this asset from your Property Report.

The form must be signed by the department head and sent to FAS. FAS ensures the necessary adjustments are entered into Banner Fixed Asset Module to reflect the new information and signs

and returns the form to the department. In the case of a transfer the form is sent to both the receiving and transferring departments.

## **5.2 Surplus Property**

Departments play a key role in ensuring that all fixed assets that are disposed of or sent to surplus are properly reflected in the University's annual financial statements.

A fixed asset disposal occurs when a department has a fixed asset that is no longer considered to be in working order, is obsolete, scrapped or dismantled. If a department no longer needs an asset and the asset is not being transferred to another department, the asset can be sent to surplus. Please refer to the Department of Facilities Management's website [http://www.mun.ca/facman/surplus\\_assets.php](http://www.mun.ca/facman/surplus_assets.php) for further information.

The department's administrator must request a Fixed Asset Surplus Form (Appendix B) from Facilities Management.

The surplus form is used for fixed and non-fixed assets. If the item is a fixed asset, include the permanent tag number. The form is completed by the administrator and signed by the Department Head. Facilities Management is then requested to retrieve both the form and the asset. They will then provide the requesting department with a carbon copy of the Surplus Form and will send a photocopy of the form to FAS to have the asset removed from the Fixed Asset Property Report (if required).

Facilities Management will prepare the asset for auction.

FAS will remove the fixed asset from the departmental listing and Fixed Asset Property Report and will file the Surplus Form by department according to the fiscal year end.

## **5.3 Exceptions to the fixed asset update process**

In the case of fixed assets purchased with research or grant funds these guidelines still apply. There may be specific conditions imposed by the granting agency at the time the grant or funding was awarded. If you have any questions concerning the grant or contract, contact the Research Accounting section of FAS.

Fixed assets are not allowed to be purchased from a trust fund. A trust fund can be recognized by the Fund number beginning with 4xxxxx, 5xxxxx, 6xxxxx or 7xxxxx. If the terms and conditions of a particular non-endowed fund allow purchases of capital assets, they must be purchased under the Operating Fund and the money transferred from the Trust Fund to the Operating Fund.

This is in agreement with the Trust Funds Policy which states that “no continuing commitments are to be made from these funds”. A capital asset is depreciated over the asset’s useful life and this depreciation would be a continuing commitment.

## **6.0 OFF CAMPUS USE OF EQUIPMENT**

### ***6.1 When is eligibility granted to use equipment off campus.***

All fixed assets should remain at the physical location assigned to them within the University (as shown on the Fixed Asset Property Report). Assets may only be removed from campus in the course of conducting University-related business (i.e. equipment used for University-recognized research projects, for use at home or when on business travel).

It is the responsibility of the Dean, Director, Principal or Department Head to ensure that faculty and staff adhere to policies and procedures regarding off campus use of equipment.

### ***6.2 How to request permission to use equipment off campus.***

Off Campus Use of Equipment forms are numbered, and can be requested from Financial and Administrative Services (737-3004).

The requestor must complete the form and obtain the required signatures (as specified on the back of the form). If the equipment is a fixed asset, the permanent tag number must be included in the designated area on the form.

## **7.0 FIXED ASSET REPORTS AND INQUIRIES**

### ***7.1 Fixed asset reports and inquiries in Banner Finance.***

<u>Report Name</u>	<u>Query Screen</u>
FWRPROP (Property Report)	Not Applicable
FFRMAST (Fixed Asset Master Report)	FFIMAST (Fixed Asset Master File)
FFRPROC (Fixed Asset Procurement Report)	FFIPROC (Fixed Asset Procurement Inquiry)

## **7.2 How to view the Fixed Asset Property Report.**

On an annual basis FAS will send (by June 30th) a Fixed Asset Property Report for the previous year end to the department's administrator for review and confirmation.

If the administrator wishes to view this report at another time during the year, he/she can do so in Banner Finance using the process FWRPROP. For details on how run this report, see Appendix C.

## **7.3 Information provided by reports and inquiry screens.**

FFIMAST - Fixed Asset Master Query form contains all the data related to each fixed asset. The user can inquire on a fixed asset tag number (either Origination Tag or Permanent Tag)

FFRMAST - Fixed Asset Master Report allows the user to enter parameters to narrow the search on a particular group of fixed assets. Parameters include Status of Asset (disposed, received, invoiced, gift or cancelled), responsible organization, location and asset type (furniture/equipment, computers, vehicles). The search criteria will bring back a detailed report of the fixed assets that were specified in the parameters including acquisition data, funding source data, capitalization data and depreciation data.

FFIPROC/FFRPROC - Fixed Asset Procurement Query/Report will provide access to PO's, invoicing, and receiving data for fixed assets. The user can search by the document, vendor or fund number.

## **8.0 ROLES / RESPONSIBILITIES**

### **8.1 Departmental**

It is suggested that the staff member in the faculty who has responsibility for financial matters should assume the role of Fixed Asset Administrator.

The department's administrator must ensure that all forms (addition and transfer/change/delete) are sent to FAS.

The administrator maintains an annual file for asset addition, transfer/change/delete and surplus forms as well as the most recent Fixed Asset Property Report from FAS.

When FAS sends the administrator the annual Fixed Asset Property Report for the previous year, it is the administrator's responsibility to ensure it is checked for accuracy, the Confirmation Sheet is signed off by the Department Head and any changes recorded on the appropriate form and sent back to FAS. Periodically the department should complete a full inventory count or partial count of their fixed assets to verify the accuracy of their annual report.

It is the responsibility of each department to ensure that assets on their Fixed Asset Property Report are maintained and safeguarded.

It is recommended that the Fixed Asset Property Report be checked at various times throughout the year especially if there have been a lot of transactions. (See Section 7.2).

It is also recommended that the administrator ensure the completeness of the Fixed Asset Property Report by checking purchases over \$2,500 recorded in Banner Finance accounts such as:

70003 Minor Furniture Purchases

70005 Minor Equipment Purchases

70017 Musical Instruments

70201-70203 Visual Arts

70302 Minor Computer Purchases

## ***8.2 Financial Reporting and Analysis***

This section of FAS processes all fixed asset forms (addition, transfer/change/delete, and surplus) that are sent to FAS from departments. If a new asset has been acquired and FAS did not receive a Fixed Asset Addition Form, personnel in Financial Reporting and Analysis section will request the department to forward the form. However, FAS does not know if an item has been transferred, deleted or sent to surplus, therefore it is the department's responsibility to ensure these forms are forwarded to FAS.

On or before June 30<sup>th</sup> of each year, FAS will prepare Fixed Asset Property Reports and Confirmation Sheets for distribution to all departments. University departments are expected to review this report to ensure it accurately reflects the changes requested by the department during the year. The department's requests should be found in their annual file containing all fixed asset forms (addition, transfer/change/delete and surplus) submitted throughout the year.

Upon receipt of the Confirmation Sheet and the Fixed Asset Addition, Transfer/Change/Delete and Surplus Forms, if applicable, FAS will adjust the Banner Fixed Asset Module for any corrections or updates.

### **8.3 Enterprise Risk Management**

As part of its annual audit plan, Enterprise Risk Management's internal audit section will conduct a partial review of the University's capital asset inventory.

The objectives of this review are:

- to ensure the fixed assets recorded on the Fixed Asset Property Report are properly recorded, are located in the department and have a permanent tag attached;
- to ensure that purchases greater than or equal to \$2,500 recorded in Banner Finance are included on the Fixed Asset Property Report as appropriate;
- to ensure that movement of fixed assets within the department and within the university are properly recorded; and
- to ensure that surplused fixed assets are removed from the Fixed Asset Property Report .

## **9.0 FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **Purchasing**

Q. How much would an item cost to be considered a fixed asset?

A. The cost is \$2,500 (after tax, net of rebate) or greater, see Section 3.1.

Q. Is computer software considered a fixed asset?

A. Yes, only if the cost is greater than \$100,000 (after tax, net of rebate)

Q. Is a computer system considered a fixed asset?

A. If the total price of the system meets the criteria in section 3.1 the system would be set up as a fixed asset; a single unit with several attachments (ie. mouse, keyboard & monitor) creating one permanent tag.

Q. If I purchase a new monitor will this be included as an attachment or component on a computer system?

A. No, not unless the department specifically makes this request by submitting a Fixed Asset Addition Form and indicating the permanent tag number to which the monitor should be associated. Otherwise, if the price of the monitor is below the fixed asset threshold, the purchase will be expensed.

Q. Does a capital lease get recorded as a fixed asset?

A. Yes, the purchase must be coded to 793xx and the capitalization process is completed manually by FAS see section 4.5.4.

- Q. Does a fixed asset donation still need to be recorded in Banner Finance?  
A. Yes, see Section 4.5.6.
- Q. What if I purchase a fixed asset that is not owned by the University?  
A. The PO should be coded to the 79099 account as this is labeled as non-University equipment.
- Q. How do I account for assets purchased on a grant shipped directly to a foreign country when the asset will stay in that country at the end of the research project?  
A. If at the end of the project the asset is not owned by MUN, the account number of the FOAPAL should be coded to 79099 (non-University equipment).
- Q. Can I purchase fixed and non fixed assets on the same PO?  
A. Yes, see Section 4.5.2.
- Q. If a PO is coded using a non fixed asset account in error, is there any way to set it up later as a fixed asset?  
A. Yes, complete a Journal Voucher (JV) which transfers the purchase to a fixed asset account (Appendix A) and send a copy of the JV along with a completed Fixed Asset Addition Form to FAS for updating.
- Q. Can I purchase fixed assets on my procurement card?  
A. No, fixed assets are purchased using the PO process only. See Section 4.1.
- Q. Can I enter the location code on the PO if I know where it is going to be located?  
A. Yes, under the commodity section there is a place to enter the location.
- Q. If more than one fixed asset is purchased on a PO, do I complete a Fixed Asset Addition Form for each asset?  
A. Yes, a Fixed Asset Addition Form must be completed for each fixed asset on the PO. If there are attachments be sure to specify to which fixed asset the attachments belong. If there is a component it would require a separate Fixed Asset Addition Form.
- Q. Does the fixed asset description on the Fixed Asset Addition Form have to be the same as the description on the PO?  
A. Yes it does need to be the same. You can add additional information on the Fixed Asset Addition Form but be sure to include the original information so we can match the Form to the correct fixed asset on the PO.

## Forms

- Q. Why did I receive a request from FAS for a Fixed Asset Addition Form when the item listed isn't even a fixed asset?
- A. This would mean your department coded the purchase to a fixed asset account (Appendix A). To have this corrected, notify FAS. A journal voucher (JV) will be created to transfer the purchase from a fixed asset account to the appropriate expense account.
- Q. Can I submit a Fixed Asset Addition Form before I receive the request from FAS?
- A. Yes, the addition form should be sent to FAS as soon as the item is received, FAS will only send a request if we have not received the form in a timely manner.
- Q. When do I need to fill out an off campus use of equipment form?
- A. If you are required to remove University equipment from campus, for any reason, an "Off Campus Use of Equipment" form must be completed.

## Permanent Tags

- Q. What do I do with the fixed asset tag once I receive it from Financial and Administrative Services?
- A. Place the tag in a visible location on the asset.
- Q. What if the asset is located within another asset, what do I do with the tag?
- A. Attach it to the outside asset. Make sure this is recorded in your fixed asset files.
- Q. What happens if I discover a fixed asset without a permanent tag?
- A. Contact FAS with any documentation you have on the asset, (for example serial number, vendor, model number etc.) Depending on the age, value and condition of the asset, FAS will make a decision on how to proceed.

## Reports

- Q. How can I receive a copy of my property report listing fixed assets for my department?
- A. You can run the FWRPROP in Banner (see Section 7.2). If you do not have access, contact Financial Systems section of FAS at 737-4604.

## General

- Q. Where do I direct any fixed asset questions that I have?
- A. You should contact the administrator for your department. If he/she is unable to answer your question, he/she should contact FAS at 737-3004.
- Q. How does an asset get capitalized?
- A. If the asset is at least \$2,500 (after tax, net of rebate) and coded to the correct account Banner Finance will automatically capitalize the asset and post the subsequent capitalization journal entries. If the asset is a component of a fixed asset and less than \$2,500 (after tax, net of rebate), upon receipt of the Fixed Asset Addition Form, FAS will update Banner Finance with the asset identification and depreciation information and will create the capitalization entry manually.

## 10.0 CONTACTS

Department of Financial and Administrative Services contacts for questions related to this document:

Beverly Rendell	Accounting Clerk – Financial Reporting and Analysis	737-3004
Michelle Kearsey	Staff Accountant – Financial Reporting and Analysis	737-8985
Heather Whelan	Manager - Financial Reporting and Analysis	737-4391

**APPENDIX A**  
**Fixed Asset Account Numbers**  
**Refer to Banner Report FTVACCT for updates**

Number	Title
79000	Audio Visual Equipment
79001	Furniture and Equipment
79002	Library Equipment
79003	Graphic Equipment
79004	Printing Equipment
79005	Video Tapes
79006	Computer Equipment
79007	Printers
79008	Terminals
79009	Sculptures
79010	Computer Hardware
79011	CPC Purchases
79012	Software
79013	Musical Instruments
79018	Musical Equipment Other
79019	Paintings
79020	TV/Cinema Equipment
79021	Communication Equipment
79022	Grounds Control Equipment
79023	Fire Protection Equipment
79024	Laboratory Equipment
79025	Office Equipment
79026	Recreation Equipment
79027	Tools
79028	Food Service Equipment
79029	Marine Equipment
79030	Postage Equipment
79031	Traffic Control Equipment
79032	Safety Control Equipment
79033	Security System Equipment
79034	Surveillance Equipment
79035	Photocopy Equipment
79036	Vehicles
79037	Vessels

## **APPENDIX B**

### **Forms**

Fixed asset forms A and B are available from the Department of Financial and Administrative Services, telephone 737-3004.

Form C is available from the Department of Facilities Management.

Form A	Addition
Form B	Transfer/Change/Delete
Form C	Surplus

**FORM A**

## FIXED ASSET ADDITION FORM

(For Financial and Administrative Services Use Only) Origination Tag#: \_\_\_\_\_ Permanent Tag #: \_\_\_\_\_

**This form is used to add primary assets and/or components to the fixed asset module of Banner Finance.  
Please complete a separate form for each asset.**

Department, Faculty, School: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

### ASSET INFORMATION

Description: \_\_\_\_\_ Acquisition Date: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Serial #: \_\_\_\_\_ Part No./Vehicle Tag: \_\_\_\_\_

Total Acquisition Cost: \_\_\_\_\_ Location (Bldg. /Room #): \_\_\_\_\_

Asset Type: \_\_\_\_\_ Internal Tag #: \_\_\_\_\_

**FOAPAL:** \_\_\_\_\_  
Fund                      Organization                      Account                      Program                      Activity                      Location

If addition is a **Component\*** of another asset, please provide Tag or PO number of primary asset: \_\_\_\_\_

If **attachments\*\*** were purchased, on this PO, for the above asset, please list description & serial # below.

Description	Serial #	Description	Serial #
1. _____	_____	2. _____	_____
3. _____	_____	4. _____	_____

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward this form to Department of Financial and Administrative Services  
A copy of the form will be returned to you with a Permanent Tag Number.**

\* **Component** indicates an association with the primary asset and may be used as a standalone item. It will have its own tag number.  
\*\* **Attachment** indicates an integral relationship with the primary asset; it cannot be used without the primary asset.

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**FORM B**

## FIXED ASSET TRANSFER / CHANGE / DELETE FORM

Department, Faculty, School: \_\_\_\_\_

Date: \_\_\_\_\_

### Asset Information:

Permanent tag #: \_\_\_\_\_ Description: \_\_\_\_\_

---

### Transfer / Change to:

(Complete the following for the required changes only)

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

Make: \_\_\_\_\_

Model #: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Serial #: \_\_\_\_\_

---

### Delete:

Reason for deleting this asset from your Property Report

\_\_\_\_\_

\_\_\_\_\_

---

Prepared By: \_\_\_\_\_

Departmental Approval: \_\_\_\_\_  
Department Head

Financial and Administrative Services: \_\_\_\_\_

Please forward 2 part form to Financial and Administrative Services. 2<sup>nd</sup> part will be returned to you to confirm data entry processing.

If a Transfer, the recipient department will receive a photocopy of this form from the Department of Financial and Administrative Services.

**FORM C**



# Memorial

University of Newfoundland

**DECLARATION AND DISPOSAL OF SURPLUS PROPERTY  
PLEASE USE A SEPARATE FORM FOR EACH ITEM**

Department, Faculty, School \_\_\_\_\_ Date \_\_\_\_\_  
 The Asset described is available for disposal. \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Item _____	Make _____	Model _____	Serial Number _____
Fixed Asset Main Number _____	Vehicle License Number _____	Unit Number _____	
Date Available _____	Pick Up Location _____	Fixed Asset Location _____	
Departmental Contact _____	Phone Number _____		
Authorization _____	Date _____		

Restricted Articles, Radioactive Source, X Ray Device, etc. \_\_\_\_\_ Signature: FM Radiation Biosafety Control Officer

**Computer Data-storage Equipment Only**

See [http://www.mun.ca/finance/policies\\_procedures/data\\_removal.php#C.10.1](http://www.mun.ca/finance/policies_procedures/data_removal.php#C.10.1) for details.

**PLEASE DETERMINE WHERE DATA WIPING WILL OCCUR**

Check here to be picked up by  
 Facilities Management  
 for delivery to  
 **Computing and Communications**  
 for data wiping.

Note: Equipment containing data, to be erased  
 by C&C cannot be combined on the same  
 Surplus Form as peripheral devices, such as  
 monitors. Only the hardware containing data  
 (typically the computer case) will be transported.

If the box above is checked, please contact the C&C Help Centre (737-4595 or [help@mun.ca](mailto:help@mun.ca)) to request data removal and quote the number on this form before submitting to Facilities Management. Apply a red sticker to the equipment for identification purposes. C&C will arrange Computer for Schools donations for systems wiped at C&C.

**OR**

If data has been wiped in your own faculty or department, by IT-classified staff, simply complete the Section(s) below and submit form to Facilities Management.

Data storage has been wiped: \_\_\_\_\_  
 (See C.10 Data Removal Policy) IT-classified Employee (Required) Date (MM/DD/YY)

IT staff can determine whether equipment meets Computers for Schools (CFS) minimum specification and CFS should be contacted directly for pickup. If equipment does not meet CFS specification and is not signed for CFS pickup, then Facilities Management will arrange for pickup. CFS equipment should not be combined on Surplus Forms with non-CFS equipment.

Computer for Schools Donation: \_\_\_\_\_  
 (Call 834-2377 for pickup – see above) Computers for Schools Representative Date (MM/DD/YY)

<b>COMPUTING AND COMMUNICATIONS USE ONLY</b> Form and Equipment Received By: (Retain blue copy after wiping and CFS donation completed):		
Print Name: _____	Signature: _____	Date: _____

<b>FACILITIES MANAGEMENT USE ONLY</b>		
Form Received _____	Received By: _____	Deliver Item To: _____
Date Item Removed _____	Receiver Signature and date _____	

White Copy: Facilities Management– Administration      Pink Copies: Facilities Management - Auctioneer  
 Blue Copy: Computing and Communications (If sent to Computing and Communications for Data Removal.)  
 Yellow Copy: Facilities Management – General Services      Green Copy: Requisitioning Dept.

## APPENDIX C

### Fixed Asset Property Report (FWRPROP)

The parameters are as follows:

- |    |                          |  |
|----|--------------------------|--|
| 01 | Chart of Accounts        | M  |
| 02 | Begin Date               | April 1, 1997<br>(you can enter any date here, however if you would like to see all assets belonging to your department you will need to use April 1, 1997 (the date MUN started tracking fixed assets in Banner). If you only want to see assets that have been updated within a certain time frame, use that particular date). |
| 03 | End Date                 | Any date can be entered as explained in 02   |
| 04 | User Status Code         | (not used by MUN)  |
| 05 | Primary Asset Tag        | This is the tag number assigned to an asset. To view this report for one particular asset, the permanent tag number needs to be entered here.  |
| 06 | Asset Type               | CP – Computers<br>FE – Furniture/Equipment<br>VE – Vehicles<br>These are the only codes presently used by MUN.   |
| 07 | Responsible Organization | This is the field used by FAS to run each department's annual report. It provides a listing of all assets in a particular organization (it can also be run using the Hierarchy Org.)   |
| 08 | Responsible Location     | This field is used to request a printout of all assets in a particular room by entering the location code for that room. To see available location codes the (Values ↓) can be used as a search tool.  |
| 09 | Threshold Amount         | A minimum dollar value may be entered to report on assets greater than that particular value.  |
| 10 | Create Extract File      | Y would be entered here to have the data from this report extracted to a CSV file and ultimately to Excel, otherwise enter N.  |

- 11 Exclude Disposed Assets To create the report without items that have been deleted, “D” would be entered here. To create the report to include items that have been deleted then the field would be left blank. It should be noted that if the latter option is chosen then the Total Original Costs and Total Net Costs will have the values of the deleted items (at the time they were deleted) included as well.