

SECTION G: CAPITAL EQUIPMENT/ASSET MANAGEMENT**G.1. Equipment Requisitions:**

Requisitions for equipment to be encumbered against funds for 2023-24 must be received by the Procurement department by 5:00 PM Friday, April 12, 2024, to ensure processing in this fiscal year.

G.2. Invoice Payments on Capital Equipment:

For all capital equipment received by June 30, 2024, invoices must be received by Accounts Payable, 166 Service Rd., Room 103 Angell Building, by 5:00 PM Friday, June 28, 2024, to ensure these are recorded within Fiscal Period 12.

G.3. Equipment/Asset Retirements:

All asset retirements must be enroute and awaiting Capital Asset Management (CAM) approval by 5:00 PM Monday, June 24, 2024 to ensure they are FINAL by 5:00 pm on Friday, June 28, 2024. All enroute asset retirement documents, not in "FINAL" status at 5:00 PM Friday, June 28, 2024, will be disapproved.

The Asset Retirement Global document will be disabled at 5:00 PM Friday, June 28, 2024, for July of the new year (fiscal year 2024-25, Period 1) to allow for fiscal year-end closing of capital equipment/asset information. During this time, departments will **not** be able to retire assets in the system. Departments may resume processing Asset Retirement Global documents beginning August 1, 2024, (Fiscal Period 2).

G.4. Equipment/Asset Transfers:

All asset transfers including transfers to the MSU Surplus Store for non-working or obsolete equipment must be approved and in "FINAL" status by 5:00 PM Friday, June 28, 2024. All Asset Transfer or Asset Transfer Global documents must be enroute and awaiting Surplus approval by 5:00 PM Monday, June 24, 2024 to ensure they are FINAL by 5:00 pm on Friday, June 28, 2024. All enroute asset transfer documents, not in "FINAL" status at 5:00 PM Friday, June 28, 2024, will be disapproved and will need to be resubmitted in the new year. Departments may resume processing Asset Transfer Global documents beginning August 1, 2024, (Fiscal Period 2).

G.5. Equipment/Asset Tagging:

All equipment/assets received and assigned an in-service date by June 30, 2024, must have a corresponding asset barcode tag assigned to the item, as well as the tag information entered into the asset record in the finance capital asset management system. Run "Cognos BI report FIN061 – Untagged Asset Aging Report" for your department to see if you have any untagged equipment.

Assets received and invoiced for fiscal year 2023-24 will be created through July 12, 2024 with an In-service date of June 30, 2024. Year End Transactional documents meeting the Year End deadlines for correcting asset purchases will be posted to fiscal year 2023-24 asset records.

Any purchases for assets invoiced and paid for in July for fiscal year 2024-25 Period 1, will be under a system freeze and not be processed until August 1, 2024. This is to allow for fiscal year-end closing of capital equipment/asset information for proper year-end reporting.