

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

Requisitions for equipment to be encumbered against funds for 2016-17 must be received by the Purchasing Department by 5:00 PM Monday, May 1, 2017, in order to ensure processing in this fiscal year.

**G.2. Invoice Payments on Capital Equipment:**

For all capital equipment received by June 30, 2017, invoices must be received by Accounts Payable, 166 Service Rd., Room 103 Angell Building, by 5:00 PM Friday, June 30, 2017, to ensure these are recorded within Fiscal Period 12.

**G.3. Equipment/Asset Retirements:**

All asset retirements must be approved and in "FINAL" status by 5:00 PM Friday, June 30, 2017. All enroute asset retirement documents, not in "FINAL" status at 5:00 PM Friday, June 30, 2017, will be disapproved.

The Asset Retirement Global document will be disabled for July of the new year (Fiscal Year 2017-18, 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, 2017, (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 30, 2017. All enroute asset transfer documents, not in "FINAL" status at 5:00 PM Friday, June 30, 2017, will be disapproved and will need to be resubmitted in the new year, but not until August 1, 2017, (Fiscal Period 2) to allow for proper year-end reporting.

**G.5. Equipment/Asset Tagging:**

All equipment/assets received and placed into service by June 30, 2017, 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.