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Capital Asset Management for System Administration [1]

Used to account for System Administration capital assets upon purchase, transfer, or disposal. Also used to update information associated with current System Administration capital assets. A capital asset is property - including equipment, software, remodels, and renovations - that has an expected useful life of more than one year and a unit cost of $5,000 or more.

- **If you are not a System Administration employee, do not use this form.** Instead, see campus-specific contacts for asset management under the Frequently Asked Questions toggle, below.
- NOTE: This is an OnBase form. Please connect to your campus network, or log in to VPN, prior to launching the form link below.

Open: Capital Asset Management Form [2]

Effective Date: 02/21/2025

Frequently Asked Questions

Q: I'm not a System Administration employee, so where do I go with questions on assets at my campus?
A: The campus contacts are:

- CU Boulder: property@colorado.edu [3]
- CU Denver | CU Anschutz: Finance.AM@ucdenver.edu [4]
- UCCS: acctfinc@uccs.edu [5]

Q: Are there instructions available on filling out this form in OnBase?
A: Yes! Open the form and click on the Form Instructions tab.

Q: Are there related resources on how/when to use this form?
A: Yes! See the Accounting Handbook Capital Assets [6] procedures for additional details.

Source URL:https://www.cu.edu/controller/forms/capital-asset-management-system-administration

Links
[1] https://www.cu.edu/controller/forms/capital-asset-management-system-administration
[2] https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AUuZ4%2be%2bJUisYQqne%2bb49H9%2bfWMH5OAUQlC
[3] mailto:property@colorado.edu [4] mailto:Finance.AM@ucdenver.edu [5] mailto:acctfinc@uccs.edu

[6] https://www.cu.edu/controller/procedures/accounting-handbook/capital-assets