

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. We recommend that you connect to campus network/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:

- Boulder Campus: property@colorado.edu ^[3], russell.jeans@colorado.edu ^[4]
- UCCS: acctfinc@uccs.edu ^[5]
- Denver | Anschutz Medical Campus: Finance.AM@ucdenver.edu ^[6]
- System Administration: accounting@cu.edu ^[7]

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](#) ^[8] procedures for additional details.

Have a question or feedback?

Questions & Feedback ^[9]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

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-](https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AUuZ4%2be%2bJUisYQqne%2bb49H9%2bfWMH5OAUQIC)

[unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AUuZ4%2be%2bJUisYQqne%2bb49H9%2bfWMH5OAUQIC](https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AUuZ4%2be%2bJUisYQqne%2bb49H9%2bfWMH5OAUQIC)

[3] <mailto:property@colorado.edu> [4] <mailto:russell.jeans@colorado.edu> [5] <mailto:acctfinc@uccs.edu>

[6] <mailto:Finance.AM@ucdenver.edu> [7] <mailto:accounting@cu.edu>

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

[9] <https://www.cu.edu/controller/forms/questions-feedback-0>