

## **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](mailto:property@colorado.edu) [3]
- UCCS: [acctfinc@uccs.edu](mailto:acctfinc@uccs.edu) [4]
- Denver | Anschutz Medical Campus: [Finance.AM@ucdenver.edu](mailto:Finance.AM@ucdenver.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.

### **Have a question or feedback?**

## **Questions & Feedback** [7]

**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.

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**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%2bfWMH5OAUQIC>
- [3] <mailto:property@colorado.edu> [4] <mailto:acctfinc@uccs.edu> [5] <mailto:Finance.AM@ucdenver.edu>
- [6] <https://www.cu.edu/controller/procedures/accounting-handbook/capital-assets>
- [7] <https://www.cu.edu/controller/forms/questions-feedback-0>