

## **Capital Asset Management for System Administration** <sup>[1]</sup>

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](#) <sup>[2]</sup>

**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) <sup>[3]</sup>
- UCCS: [acctfinc@uccs.edu](mailto:acctfinc@uccs.edu) <sup>[4]</sup>
- Denver | Anschutz Medical Campus: [Finance.AM@ucdenver.edu](mailto:Finance.AM@ucdenver.edu) <sup>[5]</sup>

**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](#) <sup>[6]</sup> procedures for additional details.

**Have a question or feedback?**

**Questions & Feedback** <sup>[7]</sup>

**Feedback or Question \***

**Your Name**

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**Your Email Address**

CAPTCHA

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

Submit

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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-](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: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>