Published on *University of Colorado* (https://www.cu.edu)

OUC Form Updates: CAMSA and Other Form News [1]

February 26, 2025

We're excited to announce some updates as part of our Office of University Controller Forms Initiative:

The Capital Asset Management for System Administration (CAMSA) form [2] has been redesigned in the OnBase platform.

- Note that the CAMSA form - as its name implies - is used exclusively by CU System Administration departments to account for their capital assets upon purchase, transfer, or disposal. (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, you won't use the CAMSA form; rather, you will work with your campus-specific contacts for asset management. *Want to to know who those are? They're listed on the CAMSA webpage, [2] under Frequently Asked Questions.*
- The new OnBase version of the form validates data entry, provides dropdown lists from which to select values, and automates the routing process for review and approval.
- We appreciate the input and collaboration of UIS and the OUC's Accounting Services team in designing and testing the new form - Thank You!

The Gift-in-Kind Acceptance (GIK) form [3] is being redesigned in Excel.

- ?The enhanced version of the form is planned for release this spring. The guiding Gifts-in-Kind Procedures [4], in the University Accounting Handbook, are also being revised.
- Key updates to the procedures include clarifications by the process owners, Advancement/Gift Planning Team, and incorporate explanations and additional data fields on the form.

We're also working on the Recognition Reporting (RR) form [5] for employees.

- Our initial focus is to reengineer the Excel form to report cash-like (e.g., gift cards) and non-cash awards, rewards, prizes, or other distributions *to employees.* In these cases, the completed RR form is sent to Employee Services.
- The new version of the RR form in OnBase will validate data entry, provide dropdown lists from which to select values, and streamline routing.

In all cases, we invite you to stay up-to-date and interact with us on OUC Forms changes. At the bottom of each of our form webpages, you'll find a **Have a question or feedback?** form. Use the webform to easily communicate your thoughts, comments, and suggestions. You can also share your experience and ideas directly with the Financial Services & Solutions (FSS) Help team at FSS@cu.edu [6].

Our goal is to continuously improve the user experience with OUC forms, regardless of the specific form platform (Excel, PDF, OnBase, etc.). We look forward to your partnering with us in this initiative.

Source URL:https://www.cu.edu/controller/news/office-university-controller-news/february-26-2025-edition/ouc-form-updates-camsa

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