**OSU FIXED ASSETS GUIDELINE**

**FOR DEPARTMENTS MOVING TO A NEW LOCATION**

With the recent growth in new facilities on the Oklahoma State University campus, many departments are relocating from the current locations into new facilities. Other departments are benefitting from those relocations and gaining additional space in their current location. No matter what the case may be, there are several points that each department should consider when making a physical move into new or additional space. The OSU Office of Asset Management offers the following guidelines to help your relocation process be more efficient.

When moving to a new location, there are 3 main points that should be used by all faculty and staff involved in the relocation:

**1. Movement of existing equipment from its current location to its new home**

**2. Disposal of equipment and materials in old location that will not be making the move to the new location**

**3. Addition of new equipment items in the new location**

Most departments have one or two staff members responsible for the department’s Fixed Asset Inventory. This guide will assist them in helping the entire department in their relocation process.

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**1. MOVEMENT OF EXISTING EQUIPMENT FROM ITS CURRENT LOCATION TO ITS NEW HOME**

* This step is one of the most important steps as it plays a main function in the University’s insurance coverage of equipment
* Departmental staff assigned with the responsibility for Fixed Assets in their group should work to ensure that all current equipment and new acquisitions have the **CORRECT BUILDING AND ROOM NUMBER(S)** of their new location in the University Fixed Assets System
* Building and room numbers may be added or corrected on **SCREEN 535** departmental staff responsible for Fixed Assets.
* If your department’s Fixed Asset Staffer does not have access to Screen 535, the Department Head should contact Suzanne Frits by email requesting (by staff member name and SCT UID) that access be granted
* NO FORMS must be completed to correct building and room numbers, making this a simple and quick process that can be handled completely by the department

**2. DISPOSAL OF ITEMS NOT MAKING THE MOVE TO NEW FACILITIES**

* When departments move to new or different facilities, they often take the chance to do spring cleaning and eliminate supplies and equipment that will not make the move
* Fixed Asset Disposal forms MUST BE COMPLETED when making such decisions on what supplies and equipment will not move. Items CANNOT just be left behind for someone else to clean up
* All supplies (except for hazardous chemicals and similar items that would be handled by Environmental Health and Safety staff), materials and equipment not being moved are listed on the Fixed Assets Disposal Form as required by University Policy EVEN IF IT DOES NOT SHOW ON YOUR DEPARTMENT’S FIXED ASSET INVENTORY
* Once that form is completed and all required signatures are obtained, forward to the Office of Asset Management, 210 Whitehurst. Asset Management Staff will work with Physical Plant Surplus to have items removed and taken to the Surplus Warehouse at NO CHARGE to the Department.
* **FAILURE TO HAVE ALL ITEMS REMOVED FROM THE SITE BEING VACATED WILL NECESSITATE THE JOB BEING COMPLETED BY OTHERS. IF THIS OCCURS, YOUR DEPARTMENT WILL BE CHARGED BY CAMPUS VENDOR INVOICE FOR ALL SERVICES PROVIDED TO COMPLETE THE CLEANUP.** Be prudent with your department’s funds and complete the cleanup!
* A Fixed Asset Disposal form may be obtained for your use on the Asset Management website at:

**http://www.vpaf.okstate.edu/BAM/AssetManagement/Forms\_Fixed%20Assets.htm**

**3. ADDITION OF NEW EQUIPMENT**

* When departments move to new locations, many times with that relocation comes new equipment acquisitions
* In most cases, Asset Management will be aware of these equipment purchases and will do all necessary work to get items added to your departmental Fixed Assets Inventory
* There are instances where Asset Management will not be aware of new acquisitions, but the department will. If this is the case, you may refer to the website shown above for a Fixed Asset Additions form. Your department should complete this form and provide any invoices or documentation of the purchase along with the form and submit to Asset Management so the item(s) may be added to your department’s Fixed Asset Inventory

Examples of the Fixed Assets Disposal and Additions forms are provided for you to view.

Should you have any questions regarding anything related to your department’s Fixed Assets and the move you are about to make, please contact any of the Asset Management staff for assistance.

Congratulations on your new office, lab and classroom space! We look forward to assisting you!

**OSU ASSET MANAGEMENT**

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