

October 7, 2022

GENERAL LETTER NO. 24-H-AP-4

ISSUED BY: Bureau of Accounting Services
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter H Appendix, **Capital Asset and Supply Inventory Control Appendix**, Title Page, Contents I, I-4, revised; 4-9, removed.

Summary

This chapter is revised to reflect current capital asset and supply inventory practices and to update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 24, Chapter H Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	March 16, 2007
Contents I	March 16, 2007
I-4	March 16, 2007
4-9	March 16, 2007

Additional Information

Refer questions about this general letter to your area division administrator.

Employees' Manual
Title 24,
Chapter H Appendix

Revised October 7, 2022

Capital Asset and Supply Inventory Control Appendix

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Capital Asset Acquisition Input, Form 470-0048

Purpose	Form 470-0048, <i>Capital Asset Acquisition Input</i> , is used to record the data necessary to enter capital asset inventory information into the inventory system.
Source	The form can be found on the Department's internal SharePoint.
Completion	The employee designated for maintaining capital asset inventory records (see policy) completes this form for capital assets, capital improvements, and infrastructure to be tracked on the inventory system at the time the asset is received/acquired or improvement completed.
Distribution	Prepare one copy of the form and retain the copy in the asset file.
Data	The <i>Capital Asset Acquisition Input</i> form is divided into three sections. These three sections (HEADER, COMPONENT, and ACCOUNTING) correspond to the layout of the I/3 Financial System record.

Header Section (Initial Navigation Panel)

Transaction Date: Enter the current date (i.e. today's date).

Document Number: The format for the document number is:

- Dept# (401, 402,...)
- Location # (5023, 5005,...)
- Asset Tag # (A0076690...)

EXAMPLE: 4015023A0076690

Purchase Document Number: Use the document number e.g., GAX number assigned to the payment document when the invoice is paid.

EXAMPLE: MM001041819

Capital Asset Number: Enter the inventory tag number assigned/affixed to the capital asset.

EXAMPLE: A0076690

Asset Description: Enter a short description of the acquired asset.

EXAMPLE: Dell Server

Event Type: Enter the appropriate event type. Options are:

- FA01: New asset, or
- FA02: Betterment to existing asset (i.e., capital improvement).

Fund, Department (Agency) Code, Orgn Code, Sub-org Code, Appr. Unit, Object Code: Enter the fund code, cost center code, appropriation code, and object code charged for payment for the asset.

Component – Secondary Navigation Panel

Component Number: Enter “1” if a new asset. For each betterment (improvement), use the next sequential number. (Example: Enter “2” for the first betterment, enter “3” for the second betterment, etc.)

Commodity: Enter the most appropriate commodity code. The following are frequently used commodity codes. If one of these codes is not appropriate, you may use the I/3 system search feature or contact the Bureau Chief of Purchasing, Payments, and Receipts in central office.

- 207 Computer accessories and supplies
- 204 Computer hardware and peripherals for microcomputer
- 206 Computer hardware and peripherals for mini and mainframe computers

Units Field Type: Enter a “1.” This entry is always “1” except in an instance where a single capital asset is comprised of multiple units.

Manufacturer: Enter the name of the vendor from whom the equipment was purchased.

Model #: Enter the equipment model number.

Serial #: Enter the serial number of the equipment.

Part #: Enter the part number of the equipment.

Acquisition Date: Enter the date the equipment was received.

Acquisition Method: Enter the most appropriate code:

- P Purchase
- L Lease
- LP Lease Purchase
- R Transfer

Location: Enter the four-digit location number of the office where the equipment is located. The location code can be looked up using the I/3 system search feature.

FA Class: Always enter “Contributed.”

Capital Asset Type: Enter E for Equipment. For other choices, select the arrow next to the field.

Capital Asset Group: Enter the appropriate asset group number. The following are frequently used group numbers. If one of these codes is not appropriate, you may use the I/3 system search feature or contact the Bureau Chief of Purchasing, Payments, and Receipts in central office.

A001	Servers
A002	Laptop Computers
A003	Computers – Desktops
A004	Computer – Printers
A009	Photocopier
A010	Computers other

Useful Life: Enter the depreciation period in numbers of years. The useful lifetime of frequently purchased assets is as follows:

3 years	Computers
4 years	Network equipment
5 years	Printers

If one of these codes is not appropriate, check the complete listing at <\\Hoovr3s1\Support.771\Supply\Fixed Assets GAAP Reports\Procedures\Useful Life List.xls>, or contact the Bureau Chief of Purchasing, Payments, and Receipts in central office.

Depreciation Method: Enter “Straight Line.”

Depreciation Structure: Enter “Funding Line.”

Accounting – Secondary Navigation Panel

Line Amount (\$\$): Enter the actual acquisition value of the asset (see policy for definition of acquisition value).

Funding Fiscal Year: Enter the four-digit fiscal year in which the asset was received/acquired.

Budget Fiscal Year: Enter the four-digit fiscal year in which the asset was received/acquired.

[Inventory Transfer/Loan Authorization, Form 470-0046](#)

Purpose	The <i>Inventory Transfer/Loan Authorization</i> shall be used to authorize the transfer of an item from one area to another. This form is designated as the supporting documentation for transfers made in the capital asset system.
Source	The form can be found on the Department's internal SharePoint.
Completion	When an item is transferred from one unit to another, the designated employee in the originating unit shall prepare this form.
Distribution	Forward a copy of the <i>Inventory Transfer/Loan Authorization</i> to the Storekeeper in the Bureau of Purchasing, Payments and Receipts in central office, or the business manager for facilities. Both the releasing agency and the receiving agency should maintain a copy of the form.
Data	Date: Enter the date that the transfer or loan occurs. Loan: Check only if all assets listed on the form are to be loaned. Transfer: Check only if all assets listed on the form are to be transferred. NOTE: loans and transfers should not be recorded on the same form. Explain: Reason for the transfer or loan, e.g. originating unit no longer utilizes the asset. ID: Enter the inventory tag number assigned to the capital asset. Description: Enter the description of the item as it appears on the capital asset inventory record. Include a serial number if available. From: Enter the location and cost center from which the capital asset is to be transferred or loaned. To: Enter the location and cost center to which the capital asset will be transferred or loaned. Authorized Signature (Releasing Agency): The person responsible for the releasing agency's capital assets shall sign here. Authorized Signature (Receiving Agency): The person responsible for receiving the capital asset shall sign here. Authorized Signature (Inventory Clerk): The storekeeper in the Bureau of Purchasing, Payments, and Receipts for central office or the business manager at the facilities shall sign the form upon making the appropriate entry into the Capital Assets Inventory System.