

# Procedure for Requesting Changes to Capital Equipment



## Finance Area:

[Vice President for Finance](#)

## Responsible or Contact Office/Role:

[Financial Reporting & Operations \(Fixed Assets Accounting\)](#)

## Purpose:

Organizations/Departments are required to complete one of the following request forms for capital equipment assets involving changes in ownership or location (UVA assets have a barcoded tag with the logo "University of Virginia" and a number, which can be numeric or alpha-numeric. May also be affixed with a sponsor tag and white property sticker)

### P1 Form

- Trade-in, Cannibalized, Theft/Stolen, Return to Vendor (for replacement or credit), or Other (Specify with Detail).
- Permanent Transfer of equipment from UVA to Another institution (Also requires other documentation – see FIN-013)

### P2 Form

- UVA owned Equipment items to be used/relocated to and maintained at an off-grounds site (other than UVA Grounds)

### P3 Form

- Internal transfer between UVA Academic Organizations/Departments (Agency 207 only)

**Note:** Equipment to be sent to Surplus must be submitted on-line through the [Facility Management Surplus website](#), being certain to list any asset tag numbers on the Surplus Request Form. It DOES NOT require a P-1 form as the on-line form process will automatically generate a request, which routes to Fixed Assets Accounting for review/approval, provided asset tag numbers are entered on the on-line request.

## Prerequisites:

[P1 Form Equipment Inventory Disposal Request Form](#)

[P2 Form Off-Grounds Capital Equipment Certification Form](#)

[P3 Form Equipment Inventory Internal Transfer Request Form](#)

## Definitions:

**Fixed Assets Accounting Group:** The University Financial Unit responsible for the accurate accounting and inventory of fixed assets, to include but not limited to buildings, infrastructure, equipment, software, and library books.

## Documentation:

Refer to the University's Policy [IRM-017: Records Management](#) for information related to maintaining proper documentation.

## Procedures:

### Instructions for completing a [P1 Form](#):

#### SECTION A – DISPOSAL IDENTIFICATION

Check the appropriate box for the type of transaction being reported.

**Note:** Only one type of transaction allowed per form.

- Transfer to Another Institution – Enter the name of the institution and attach all documentation required under FIN-013 policy
- Trade-In – enter the Purchase Order (PO) number of the new piece of equipment in the provided space on Form. Enter the Asset Number of equipment traded-in in Section B.
- Cannibalized – Select any time an original asset is disassembled and parts used in other equipment. Attach a Letter detailing cannibalization. Enter the Asset Number in Section B.
- Theft Stolen– enter as much information as available in Section B. Also attach detailed letter of explanation and the police report that includes the police report number.
- Returned to Vendor (for Replacement or Credit) – Include all supporting documentation. Enter the Asset Number in Section B. Remove and retain Asset Tag before returning.
- Other – be very specific and include any supporting documentation. Additional information may be requested.

#### SECTION B – EQUIPMENT IDENTIFICATION

Up to five (5) items may be listed on a form although only one box (type) may be checked in Section A. A List can be attached for more than 5 assets but they must all have the same Disposal Type. **A separate P1 Form must be submitted if you are attempting to select different Disposal Types.**

- Asset Tag Number – Enter only **one** University of Virginia asset tag number per line.
- Description – enter the name for each item of equipment.
- Current Location (Bldg # & Room #) – enter the present location of the equipment (Room numbers, not Lab names)
- Funding Award # - This information is only normally only required when a request to transfer assets to another institution is submitted.
- Projected Disposal Date – The date the Disposal selected above will happen.

#### SECTION C – DEPARTMENT/ORGANIZATION APPROVALS:

This portion of the P1 Form is prepopulated by the information the “Form Initiator” inputs when initiating the P1 Form. DocuSign will route the Form to each individual for signature/approval. Please verify you are using the correct email address for each individual involved with this Form.

##### **RELEASING DEPARTMENT/ORGANIZATION:**

- Organization Number and Name – enter the number and name of the department/organization whose equipment inventory records currently list the equipment involved.
- Form Initiator Name: name, phone number and email address
- Equipment Coordinators Name: name, phone number and email
- Equipment Coordinators Signature: completed through DocuSign
- Chair/Dean Name:
- Chair/Dean Signature: completed through DocuSign

Fixed Assets Accounting (FAA) Approval: After the completed Form has been received by FAA it will be reviewed and once approval/authorization is issued all parties listed on the Form will receive a final electronic copy for their records/files.

## Instructions for completing a P2 Form: (All areas of the Form need to be filled in)

### Off-Grounds Information:

**Note:** Only one asset allowed per form.

- Fill in name of institution and/or person in possession of the asset listed.
- Give complete address/location of the equipment/asset.
- Give complete reason/justification for asset being located off grounds
- Fill in date the asset is expected to return to UVA.

### Asset Information:

- Fill in asset tag number.
- Fill in serial number.
- Fill in model.
- Fill in model.
- Fill in Manufacturer.
- Fill in asset description.

### Responsible Organization Information:

- Fill in organization number.
- Fill in organization name.
- Form Initiator, Phone #, & email will be prepopulated by the person who started/initiated the form, please verify the phone # and correct if needed.
- Equipment Coordinator Name, Phone #, & email will be prepopulated by the person who started the form, please verify the phone # and correct if needed.
- Equipment Coordinator's signature & date will be inserted electronically via DocuSign with they approve the form.
- Chair/Dean Name will be prepopulated by the person who started/initiated the form.
- Chair/Dean's signature & date will be inserted electronically via DocuSign when they approve the form.

Fixed Assets Accounting (FAA) will review the P2 Form when submitted, any incomplete Forms will not be accepted and the Org. will be notified and a new P2 Form will need to be submitted.

## Instructions for completing a [P3 Form \(only used for internal transfers within UVA Agency 207\)](#):

### SECTION A – EQUIPMENT IDENTIFICATION

Up to six (6) items may be listed (one per line) on a form, or you can attach a separate list (the list must contain the same information that is listed in Section A of the P3 Form.

- Asset Tag Number – indicate the University of Virginia asset tag number for each asset.
- Description – enter the Manufacturer, Model #, brief description for each asset listed.
- Current Location (Bldg # & Room #) – enter the present location of the equipment.
- New Location (Bldg # & Room #) – enter the new location of the equipment
  - May be completed by either the transferring or receiving department

### SECTION B – DEPARTMENT/ORGANIZATION APPROVALS

This portion of the P3 Form is pre-populated by the information the "Form Initiator" inputs when initiating the P3 Form except for the Receiving Dept. / Org. Number & Name and new Responsible Person which is to be done by the done by the Receiving Equipment Coordinator. DocuSign will route the Form to each individual for signature/approval. **Please verify you are using the correct email address for each individual involved with this Form.**

#### RELEASING DEPARTMENT/ORGANIZATION:

- Organization Number and Name – Org. listed as responsible for asset(s)
- Form Initiator Name: name, phone number and email address
- Equipment Coordinators Name: name, phone number and email
- Equipment Coordinators Name Signature: completed through DocuSign
- Chair/Dean Name:

- Chair/Dean Signature: completed through DocuSign

**RECEIVING DEPARTMENT/ORGANIZATION:**

- Organization Number and Name – New Org. to be listed as responsible for asset(s).
- New Responsible Person: person to be listed as the Responsible Person for the asset(s).
  - The 2 lines above will be filled in by the Receiving Equipment Coordinator while they are signing the Form.
- Equipment Coordinators Name: name, phone number and email
- Equipment Coordinators Name Signature: completed through DocuSign
- Chair/Dean Name:
- Chair/Dean Signature: completed through DocuSign.

Fixed Assets Accounting (FAA) Approval: After the completed Form has been received by FAA it will be reviewed and once approval/authorization is issued all parties listed on the Form will receive a final electronic copy for their records/files.

**NOTE: It is the Initiator's responsibility to make sure any Form is started correctly and that the correct information is on the Form as there is no correcting the Form once the process is started, any corrections will mean a new Form be started.**

**Resources:**

[FIN-013: Permanent Transfer of Equipment Assets to or from the University](#)

[FIN-034: Maintenance of Equipment Inventory](#)

[P1 Form Equipment Inventory Disposal Request Form](#)

[P2 Form Off-Grounds Capital Equipment Certification Form](#)

[P3 Form Equipment Inventory Internal Transfer Request Form](#)

**Revision History:**

May 2020