

Notice 14-01
June 26, 2013

Disposition of Property Form Completion

Effective July 1, 2013, Disposition of Property forms that are not correctly completed will be returned to the department for their action. All fields of the form are to be filled in and no columns are to be left blank. For departmental items that are not recorded in the University's Fixed Asset system, due to their cost being less than \$5,000, the Property Number and Inv Src columns can have N/A or n/a entered into them. If departments do not have a record of the Date Acquired and/or the Inventory Cost, they should provide their best estimate.

To assist in reducing the number of documents being returned, the Division of Financial Services has developed several examples of completed Disposition of Property forms and guidance on what processing action should be followed for each. They are located at: <http://www.k-state.edu/finsvcs/fram/fixedassetmgt.html>

July 1, 2013 is also the date when old versions of the Disposition of Property form will no longer be accepted. The current version of the form is located at:
<https://eforms.ksu.edu:8080/eforms/forms/simpleforms/FRI/da-110x.pdf?random=>

As a reminder, for those items whose original unit cost was \$1,000 or less, a Disposition of Property form is no longer required to be submitted to the Division of Financial Services for approval. The form should still be completed and approved by the department authorized person and retained by the department for audit purposes. If these items are in working condition, they must still be listed on the KSU Surplus Property website before pursuing other means of disposal.

Please contact DeeAnna Fugate at dkfugate@ksu.edu or 532-6525 if you have questions.