Cost Analysis & Capital Equipment Management
Rutgers, The State University of New Jersey

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 ***CAPITAL EQUIPMENT STATUS CODES***

FOUND (F) – During an equipment audit the asset is FOUND. The asset might have been found in the current listed location. The asset may also have been found with an Update to the Location, Serial#, or special Notes. This is recorded as an (F) in the Status Code drop down box.

UNFOUND (U) – During an equipment audit the asset is UNFOUND. A list of the assets unfound will be provided to the department Chair/Director to sign off, retiring the assets. This is recorded as a (U) in the Status Code drop down box.

SURPLUSED (S) – When an asset is sent to Material Services Surplus a copy of the Surplus Form should be forwarded to Capitalassets@finance.rutgers.edu at the time the assets are picked- up. The Property Tag# (Barcode) should be listed in the RU TAG# column of the Surplus Form. If not, an asset will still be listed as Active during an equipment audit. This is recorded as an (S) in the Status Code drop down box.

Cannibalized – When an asset is Cannibalized by the department this should be recorded on the C.E.M. Transfer/Disposal form. The Form should be forwarded to Capitalassets@finance.rutgers.edu at the time the asset is Cannibalized. If not, an asset will still be listed as Active during an equipment audit. This is recorded as a (C) in the Status Code drop down box. Provide a completed Transfer/Disposal form.

TRANSFER – When an asset is Transferred by the department to another Rutgers department this should be recorded on the C.E.M. Transfer/Disposal form. The Form should be forwarded to Capitalassets@finance.rutgers.edu at the time the asset is Transferred. If not, an asset will still be listed as Active during an equipment audit. This is recorded as a (T) in the Status Code drop down box. Provide a completed Transfer/Disposal form.