

Fixed Asset Acquisition Form

- Complete **Prior to** Purchases of \$5,000 or more per Unit and a Life Expectancy of Over 1 year
- Complete **Prior to** Purchases for Theft Sensitive Items \$500 or more (computers, laptops, tablets, phones, etc.)
- **All** information and communication technology (ICT) such as software, hardware, and online solutions need I.T Approval. For approval click on the following link: [Technology Procurement Request](#)

Attach I.T. email approval to Payment Request

Requester/Purchaser Information:

-Attach additional sheets as needed-

Responsible Party Name:	Date:
Department:	Phone #:
Location where Asset will reside (CSUDH):	Email:
If Offsite, Address(s):	

Vendor Name:	UEI,SAM.GOV Number (required for all Grants & Contracts Accounts):
Item Description:	Salvage Value: Item Price:

Account Number:	Account Name:
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SELECT ALL THAT APPLY:

- Theft Sensitive Equipment
 Proprietary Information
 Federally Funded Grant & Contract Account

Award Identification Number:	Federal Participation in Cost:
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(For Philanthropic accounts, amounts over \$750.00 require Dean or VP approval)

Authorized Account Signer Name	Authorized Account Signature	Date
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Dean/V.P. Name	Dean/V.P. Signature	Date
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Grants & Contracts: Post-Award Analyst Use Only

Vendor Name:		
Verify with the System Award Management (SAM) at https://www.sam.gov/SAM to confirm that the vendor is <u>not</u> on the Excluded Parties List. Print the results page and attach to the Purchase Order. If the vendor is on the list, STOP the process and contact the PI.		
Post Award Analyst Name	Post Award Signature	Date

Asset Tracker Log

Updated Manufacturer, Received Date, Model/Serial #, Asset ID/Tag #, P.O. Reference by <u>Facilities (Asset Tracker)</u>		
Name	Signature	Date

CSUDH Foundation's Fixed Asset Policy requires capitalizing and tagging all equipment purchases that have a value of **\$5000 or above and a useful life of more than one year**. Other equipment deemed **"Theft Sensitive"** in nature or equipment that may **contain proprietary information** must be tagged. For more information see "Foundation Fixed Asset Policy".