



# Fixed Asset Management

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# Monthly Fixed Assets Report

**Kansas State University**  
**Monthly Fixed Assets Report For MAY-2018**  
**PART 1 - Capital Outlay Expenditures**

**Organization 20060 Biology**

Please complete the Dept Fixed Asset Additions Template found at [www.k-state.edu/finsvcs/generalaccounting](http://www.k-state.edu/finsvcs/generalaccounting) by typing in the necessary information in accordance with PFM Chapter 6510. Explain unusual entries for gifts, trade-in allowances, etc. Email the completed spreadsheet to the Div of Financial Svcs Office by **6/21/2018**. Please refer your questions to Tara DiPaolo <[tdipaolo@ksu.edu](mailto:tdipaolo@ksu.edu)>-532-1838.

<i>Project</i>	<i>Fund</i>	<i>Source</i>	<i>Voucher</i>	<i>Doe No</i>	<i>User No</i>	<i>Vendor</i>	<i>Object</i>	<i>FA Sre Code</i>	<i>AMOUNT</i>
MOB0004435	1000	1030	18833440	1801965	36482	ELEMENTAR AMERICAS INC	E4040	17	225.00
MOB0004435	2901	2160	18833440	1801965	36482	ELEMENTAR AMERICAS INC	E4040	17	7,039.00
NOB0420666	2697	1100	18833485	1801972	36533	MORIDGE MANUFACTURING INC	E4010	NULL	8,397.25
MOB0004435	2062	2000	18833440	1801965	36482	ELEMENTAR AMERICAS INC	E4040	17	8,137.00
GOB0604250	3144	1340	18675190	1796926	FO1217	NULL	E4130	11	59.22
GOB0004208	3144	1340	18675199	1798568	71908	NULL	E4400	11	23.10
NOB0472170	2921	1200	18833440	1801965	36482	ELEMENTAR AMERICAS INC	E4040	NULL	20,000.00
GOB0004208	3144	1340	18834404	1801942	71920	LUKE P ECKERT	E4400	11	4,080.00
MOB0004435	2921	1200	18833440	1801965	36482	ELEMENTAR AMERICAS INC	E4040	17	23,453.00
GOB0604250	3144	1340	18675190	1796926	FO1217	NULL	E4130	11	8,940.78
GOB0004436	2697	1100	18833440	1801965	36482	ELEMENTAR AMERICAS INC	E4040	NULL	111,146.00
<b>Total Payments</b>									<u>191,500.35</u>

# Monthly Fixed Assets Report

May-18

Property Number	Description	Object Code	Serial Number	Fixed Asset Acquisition Code	Org Name	Project Number	Parent Prop Num	Vendor/Mfg	Model Number	Unit Cost	Org Desc (Internal)	Source	Org Number	City	Bldg #	Room	Doc #
469724	GEOVISION SYSTEM-MASS SPECTROMETRY	4040	KC047	17	OBO	MOBO004435		ELEMENTAR	TE-18-006	\$ 225.00	NIPPERT	1030	20060	MAN	00136	003	1801965
469724	GEOVISION SYSTEM-MASS SPECTROMETRY	4040	KC047	17	OBO	MOBO004435		ELEMENTAR	TE-18-006	\$ 7,039.00	NIPPERT	2160	20060	MAN	00136	003	1801965
469725	MOWER, GRASSHOPPER W/61" DECK	4010	532151	01	OBO	NOBO420666		MORIDGE MFG	729T	\$ 8,397.25	KONZA	1100	20060	MAN	00198		1801972
469724	GEOVISION SYSTEM-MASS SPECTROMETRY	4040	KC047	17	OBO	MOBO004435		ELEMENTAR	TE-18-006	\$ 8,137.00	NIPPERT	2000	20060	MAN	00136	003	1801965
464081	THERMAL KIT ADDED TO EXISTING EQUIPMENT	4130		11	OBO	GOGO604250		LENOVO		\$ 59.22	BROWN	1340	20060	MAN	00136	239	1796926
444131	BISON CORRAL PROJECT	4400		11	OBO	GOGO004208		MATHESON GAS		\$ 23.10	KONZA	1340	20060	MAN	00198		1798568
469724	GEOVISION SYSTEM MASS SPECTROMETRY	4040	KC047	01	OBO	NOBO472170		ELEMENTAR	TE-18-006	\$ 20,000.00	NIPPERT	1200	20060	MAN	00136	003	1801965
444131	BISON CORRAL PROJECT	4400		11	OBO	GOGO004208		LUKE P ECKERT		\$ 4,080.00	KONZA	1340	20060	MAN	00198		1801942
469724	GEOVISION SYSTEM MASS SPECTROMETRY	4040	KC047	17	OBO	MOBO004435		ELEMENTAR	TE-18-006	\$ 23,453.00	NIPPERT	1200	20060	MAN	00136	003	1801965
464081	COMPUTER SERVERS ADDED TO SYSTEM	4130		11	OBO	GOGO604250		LENOVO		\$ 8,940.78	BROWN	1340	20060	MAN	00136	239	1796926
469724	GEOVISION SYSTEM MASS SPECTROMETRY	4040	KC047	01	OBO	GOGO004436		ELEMENTAR	TE-18-006	\$ 111,146.00	NIPPERT	1100	20060	MAN	00136	003	1801965
										\$ 191,500.35							

# PropNum Website

*Division of Financial Services*  
Kansas State University

[Request New Property Number](#)  
[Current Property Numbers Assigned to User](#)  
[Instructions/Help](#)  
[My Profile](#)

[Logout](#) 6063

Kansas State University Division of Financial Services, Financial Reporting and Asset Management  
(785) 532-6525 • 2323 Anderson Avenue, Ste. 500, Manhattan, KS 66502

*Division of Financial Services*  
Kansas State University

## Property Number Request Form

How many numbers do you need:   
Description of Property:

<https://dfs.ksu.edu/propnum/index.aspx>

**KANSAS STATE**  
UNIVERSITY

# Acquisition Codes

## .130 Table Fixed Asset Acquisition Codes

This is a two digit numeric code. The first digit indicates the source of funding. The second digit indicates the condition of the item when acquired or from whom the item was acquired.

First Digit	Explanation
0	Acquired with State or non-federal funds
1	Acquired with federal funds
2	Acquired with local funds (Local Agency only)
3	Acquired with private sponsor funds (sponsored projects only)
4	Acquired with insurance proceeds

  

Second Digit	Explanation
0	Acquired before July 1963
1	Acquired new
2	Acquired used
3	Acquired as a gift
4	Acquired from State or Federal surplus property
5	Transfer from another Kansas state agency
6	Acquired with federal funds before December 1972
7	Acquired with matching funds
8	Property on loan to KSU
9	Manufactured by the department

<http://www.k-state.edu/policies/ppm/6500/6510.html>

# DA-83 (Corrections to Inventory)

STATE OF KANSAS  
Department of Administration  
DA-83 (KSU Rev. 8/96)

CORRECTIONS, ADDITIONS  
OR TRANSFERS  
TO INVENTORY PROPERTY RECORDS

KANSAS STATE UNIVERSITY  
MANHATTAN, KANSAS  
AGENCY NO. 367

Indicate activity with X's.  
X ADD      XXX CHANGE  
XX DELETE    XXXX TRANSFER

DEPARTMENT \_\_\_\_\_

Act. Type	Property Number	Dept Code	City	Bldg	Room	Sub/Obj Code	Source Code	Date of acq	Original Cost	Description	Model/Serial #

EXPLANATION OR REMARKS (Attach supporting documents)	APPROVALS:
	Department Head & Date
	Dean or Director & Date (Required for Gifts and Inter-Agency Transfers)
Agency Authorized Signature & Date	

Return To: Asset Management  
2323 Anderson Avenue, Suite 500

<https://dfs.ksu.edu/efrms/forms/simpleforms/FRI/da-83.pdf?revdate=20161107>





# Transfer of Fixed Assets

PPM 6510.190  
Rev 09/11

KANSAS STATE UNIVERSITY  
TRANSFER OF FIXED ASSETS

Transfer From \_\_\_\_\_  
Department Name Dept #

Transfer To \_\_\_\_\_  
Department Name Dept #

If the original cost of the property being transferred is \$5000 or greater, this form should be approved and signed by each department and the original submitted to the Division of Financial Services. A copy of the interfund should accompany the form if the receiving department is purchasing the property. The paying department should use FIS Expense Object E4980 and the receiving department should use FIS Revenue Object R2205. A signed copy of the form will be returned to each department indicating transfer of the item(s) has been recorded in the University's Fixed Asset system.

If the original cost of the property being transferred is less than \$5000, then each department should approve and sign this form and keep a copy for their internal records. The form should not be submitted to the Division of Financial Services.

DESCRIPTION OF FIXED ASSETS	PROPERTY NUMBER	NEW LOCATION			DEPT USE	ORIGINAL COST
		CITY	BLDG	ROOM		

Transferring Department's Approval \_\_\_\_\_  
Signature and Date

Receiving Department's Approval \_\_\_\_\_  
Signature and Date

K.S.U. Fixed Asset Records Changed \_\_\_\_\_  
Fixed Asset Manager, Financial Services Signature and Date

Return To: Asset Management  
220 Anderson Hall

# DA-110 (Disposition of Property)

KANSAS STATE UNIVERSITY

DISPOSITION OF PROPERTY

DFS Disposition No. \_\_\_\_\_

Contact Person \_\_\_\_\_

Department No. \_\_\_\_\_

Phone Number ( ) - \_\_\_\_\_

Department Name \_\_\_\_\_

Email \_\_\_\_\_

Date Listed on Surplus Property website \_\_\_\_\_

**Surplus Property is to be disposed of within one (1) year**

Property Number	Sub Obj Code	Inv Src	Date Acquired mmyy	Inventory Cost	Description	Current Value	Cond Code	Dept. Disposition Code

Explanation or Remarks:

**Department Approvals:**  
 By signing this form, I certify that proper procedures have been followed to ensure that University data cannot be recovered from any data storage devices in any equipment listed above. This is in accordance with PPM 3436 Media Sanitization and Disposal Policy available at: <http://www.k-state.edu/policies/ppm/3436.html>

Condition Codes	Disposition Codes
1. In working condition	1. Trade-In.
2. Not working - serviceable	2. Advertised fixed price or (Negotiated/Brokered price for specialized equipment). The KSU Surplus Property Public Listings website is available for use.
3. Not working - not serviceable	3. Advertised sealed bid or advertised public auction (Contact the Purchasing Office regarding available auctioneering options, 532-6214)
4. Obsolete - working	4. Donate to Non-Profit Organization or Federal Surplus Property authorized recipients
5. Obsolete - not working	5. Cannibalize/Recycle/Sell to Junkyard/Trash
6. Lost or stolen - FY _____	6. Other _____
7. Other _____	

\_\_\_\_\_  
 (Property Accountable Employee) (Date)

\_\_\_\_\_  
 (Department Authorized Person) (Date)

**Kansas State University Approval**

\_\_\_\_\_  
 (Division of Financial Services) (Date)

Return To: Asset Management  
 2323 Anderson Avenue, Suite 500



# Helpful Links

- PPM - <http://www.k-state.edu/policies/ppm/6500/6510.html>
- Fixed Assets e-Forms - [https://dfs.ksu.edu/eforms/forms/index.aspx?dept=FRI&listType=All&sm=a\\_e](https://dfs.ksu.edu/eforms/forms/index.aspx?dept=FRI&listType=All&sm=a_e)
- PropNum - <https://dfs.ksu.edu/propnum/index.aspx>
- Surplus Property - <https://dfs.ksu.edu/Surplus/Default.aspx>
- Building Codes - <http://www.k-state.edu/policies/ppm/6500/6510.150.pdf>
- List of codes - <https://www.k-state.edu/policies/ppm/6300/6320.html>



# Questions?