

## Exhibit 8.2

### Procedures to Complete Capital and Grant Asset Form

#### **New Acquisitions**

The campus Receiving Clerk must prepare a Capital and Grant Asset Form for all District purchases coded to account codes beginning with 787XXX or 77741X. The form can be located by logging on to the CougarWeb, clicking the My Workplace tab, selecting the Business Administrative Services Intranet Link, choosing Fixed Assets (on the left hand side of the page), and clicking Capital and Grant Asset Form – New Acquisition, Transfer and Retirement. The New Acquisition portion of the form is to be completed utilizing information provided by the purchase order, the asset, and department. If the equipment does not have a serial number, then input the service tag number on the Serial # line. If the equipment does not have a serial number or service tag number, then list the main color(s) of the equipment on the Serial # line. The Receiving Clerk signs and dates the form and submits the form to the asset Custodian for signature and date.

- For non-grant assets, the Custodian is the Organization Manager of the organization that purchased the asset. The Organization Manager signs and dates the form on the Custodian's Signature line and has the option to assign an Equipment Manager. If an Equipment Manager is designated then the form is forwarded to the staff/faculty member for signature and date.
- For grant assets, the Custodian is the Fund Manager of the fund that purchased the asset. The Fund Manager signs and dates the form on the Custodian's Signature line. The form is then sent to the Equipment Manager for signature and date. The Equipment Manager is the Organization Manager of the department that is actually physically using the equipment.

A copy of the form is maintained in the department and the completed form is returned to the campus Receiving Clerk. The Receiving Clerk retains a copy of the form and sends the original completed form via inter-department mail to the Fixed Asset Accountant located at CHEC. An electronic copy of the form can be accepted by the Fixed Asset Accountant but is not preferred.

#### **Transfers**

The department receiving the asset should contact the Fixed Asset Accountant to determine if paperwork is needed for the transfer. If paperwork is needed, then the receiving department must complete the Transfer section of the Capital and Grant Asset Form. The form can be located by logging on to the CougarWeb, clicking the My Workplace tab, selecting the Business Administrative Services Intranet Link, choosing Fixed Assets (on the left hand side of the page), and clicking Capital and Grant Asset Form – New Acquisition, Transfer and Retirement. The information needed to complete this section is located on the equipment and can be provided by the receiving department's staff/faculty.

- For non-grant assets, the Custodian is the Organization Manager of the organization that is receiving the asset. The Organization Manager signs and dates the form on the Custodian's Signature line and has the option to assign an Equipment Manager. If an

Equipment Manager is designated, then the form is forwarded to the staff/faculty member for signature and date.

- For grant assets, please contact the Grants Accounting Manager at CHEC to ensure the transfer is allowable under the provisions of the grant.

A copy of the form is maintained by both of the departments that are transferring and receiving the equipment. The original form is sent to the campus Receiving Clerk. The Receiving Clerk signs, dates and retains a copy of the completed form. The clerk then sends the original completed form via inter-department mail to the Fixed Asset Accountant located at CHEC. An electronic copy of the form can be accepted by the Fixed Asset Accountant but is not preferred.

### **Retirements**

The department retiring the asset should contact the Fixed Asset Accountant to determine if paperwork is needed for the retirement. If paperwork is needed, then the retiring department must complete the Retirement section of the Capital and Grant Asset Form. The form can be located by logging on to the CougarWeb, clicking the My Workplace tab, selecting the Business Administrative Services Intranet Link, choosing Fixed Assets (on the left hand side of the page), and clicking Capital and Grant Asset Form – New Acquisition, Transfer and Retirement. The information needed to complete this section is located on the equipment and can be provided by the retiring department's staff/faculty.

- For non-grant assets, the Custodian is the Organization Manager of the organization that is retiring the asset. The Organization Manager signs and dates the form on the Custodian's Signature line. The Equipment Manager's signature is not needed.
- For grant assets, please contact the Grants Accounting Manager at CHEC for instruction on proper disposal requirements.

A copy of the form is maintained in the department and the original form is sent to the campus Receiving Clerk. The Receiving Clerk signs, dates and retains a copy of the completed form. The clerk then sends the original completed form via inter-department mail to the Fixed Asset Accountant located at CHEC. An electronic copy of the form can be accepted by the Fixed Asset Accountant but is not preferred.

### **Questions and Comments**

Contact the Fixed Asset Accountant at CHEC.