



## Fixed Asset Hints



- Get to know your [Departmental Property Administrator \(DPA\)](#)! Your DPA will need to be involved in **all** asset movement. DPAs are also the only personnel authorized to complete the fixed asset forms.
  - **My DPA:** \_\_\_\_\_
- Inform your DPA of any changes to fixed assets as soon as possible so that appropriate forms can be completed. Changes can include but are not limited to:
  - Moving to an off-campus location
  - Departmental loans/transfers
  - Acquisitions
  - Disposals
- Notify your DPA prior to discarding assets no longer needed, so that he or she can contact the Surplus Coordinator (Fleet Mgr. or IS, depending on asset).

**For more information:**

Visit the [Asset Management theme](#) on the Financial Services Website