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