

CAPITAL ASSET MANUAL ADDITION REQUEST

MACHINERY & EQUIPMENT



Please read the attached instructions carefully before completing this form. One form should be completed for each asset. Submit this form and other required supporting documentation listed in the instructions to AGAsset.Management@tn.gov.

All fields below are required. Enter N/A if not applicable. Hover cursor over each field for further details.

Reason for Manual Add Item (Select One)	Description		
Tag #	Business Unit	Date Received	Asset Location Code
Asset Cost/Value	Serial ID or VIN #		
AP Voucher ID	Purchase Order #	Receipt #	Correcting Journal ID
Fund	Dept ID	Location CF	Program Code

By signing below, I certify that the information above is true and accurate to the best of my knowledge.

PREPARER:

Preparer Printed Name

Date

Preparer Email Address

Preparer Signature

PROPERTY OFFICER:

Property Officer Printed Name

Date

Property Officer Email Address

Property Officer Signature

FISCAL OFFICER:

Fiscal Officer Printed Name

Date

Fiscal Officer Email Address

Fiscal Officer Signature

INSTRUCTIONS FOR CAPITAL ASSET MANUAL ADDITION REQUEST MACHINERY & EQUIPMENT

Submit the completed form
and other required
documentation to
AGAsset.Management@tn.gov

Purpose

Tennessee Code Annotated, 4-3-1007 states that the department of finance and administration is required to supervise, regulate, and keep current the making of an inventory of all removable equipment and other movable property belonging to the state government. The State of Tennessee Capital Asset Guide states that machinery and equipment with an acquisition cost greater than or equal to \$5,000 and an estimated useful life of three years or more must be capitalized and tagged. To maintain current and accurate information of the capital assets tracked in the Edison Asset Module, agencies must complete this form to either establish an unrecorded/untagged capital asset related to machinery and equipment or to adjust the value to an existing capital asset in the Edison Asset Module related to machinery and equipment.

When To Complete This Form

Please complete this form immediately if your agency has identified any machinery and equipment as noted above. Please consult the State of Tennessee Capital Asset Guide under the section titled Machinery and Equipment to determine if an asset falls under the classification of machinery and equipment, e.g. software, art, vehicles. One form should be completed for each capital asset.

Reasons for Manual Adds

Please note the following descriptions to select the appropriate reason for the manual addition. Supporting documentation as described under each reason should also be noted and should accompany the form during submission.

1. PO/VOUCHER INCORRECT:

Select this reason if the Purchase Order did not route to Division of Accounts' (DOA) Asset Management for approval of a capital asset or the Edison Accounts Payable (AP) voucher was not coded to a 716XXXXX capital asset general ledger account code.

-Other documentation required to be submitted with this form: Invoice

2. DONATION:

Select this reason if a capital asset for equipment or software was donated to your department.

-Other documentation required to be submitted with this form: Donated Capital Assets Reporting Form (FA-1074) and all other documentation received from the donor, e.g. invoice, donation receipt.

3. P-CARD PURCHASE:

Select this reason if a Purchasing-Card (P-Card) holder incorrectly purchased a capital asset or received prior approval from DOA to purchase a capital asset with a State P-Card.

-Other documentation required to be submitted with this form: Invoice and documentation of prior approval from DOA, if any.

4. WARRANTY REPLACEMENT:

Select this reason if an existing capital asset was under warranty and replaced by the supplier.

-Other documentation required to be submitted with this form: Capital Asset Retirement Request Form for capital asset under warranty, shipping Information of the capital asset under warranty, and all other documentation received from supplier.

5. COST ADJUSTMENT:

Select this reason if a capital asset in the Edison Asset Module requires a cost adjustment for shipping, installation, add-ons that meet capitalization requirements, additional costs not documented on original invoice, impairments, or other mark-downs. Use () to denote a cost reduction.

-Other documentation required to be submitted with this form: Documentation that justifies cost adjustment such as invoices, Comptroller Reports, Casualty Loss Report, Police Report.

6. OTHER:

Select this reason if none of the above reasons apply.

-Other documentation required to be submitted with this form: Documentation that describes the circumstances of the capital asset acquisition.

For other fields not described above, hover cursor over each field for further details.