Fixed Asset and Inventory Management Department

Mission

The Fixed Asset and Inventory Management mission is to ensure the fiscal integrity of the University through the effective management of all of its Fixed Assets (Buildings and Building Improvements, Vehicles, Furniture and Equipment, Computers, Software, and Library Books, etc.). This includes the review and analysis of capital building projects, capitalizing all Fixed Assets, and maintaining an accurate Fixed Assets and Inventory Management Module in Banner.

Definition

Fixed Assets are defined as those tangible items with a unit cost of $5,000.00 or more including taxes, shipping, and other costs that make the equipment/ asset operative. Fixed assets have a useful life of more than one year. Click here for more definitions of specific fixed assets [1].

Policy & Procedures

Delaware State University threshold for capitalization is $5,000. It is management's responsibility to ensure that assets purchased are properly accounted for at DSU. Responsible staff and/or their designee will maintain proper stewardship over all assets. Assets will be maintained in DSU's Fixed Asset and Inventory Management System. Click to view the entire Fixed Asset and Inventory Management Policy. [2] Click to view the Fixed Asset and Inventory Management Procedures

Forms

To access an appropriate form, click on the link below:

- Property Change Form [3]– Movement of Assets
- Physical Inventory Certification Form

Contacts

- Central Receiving [4]
- Other Contacts [5]

Frequently Asked Questions

- FAQs

Training

Fixed Asset and Inventory Management Training Power Point [6]

Source URL: http://desu.edu/administration/fixed-asset-and-inventory-management-department

Links
[1] http://desu.edu/sites/default/files/u536/Fixed%20Asset%20and%20Inventory%20Management%20Definitions.docx
[2] http://desu.edu/sites/default/files/u536/Fixed%20Asset%20and%20Inventory%20Management%20Policy%20%233.01.pdf

[3] http://www.desu.edu/sites/default/files/u536/DSU%20Central%20Receiving%20Property%20Change%20Form.web8-8-12.pdf
[4] http://desu.edu/sites/default/files/u536/Central%20Receiving%20Unit%209-17-2012.docx
[5] mailto:fiqbal@desu.edu
[6]
http://desu.edu/sites/default/files/u536/Fixed%20Assets%20and%20Inventory%20Management%20Training%20-%20Web1.pptx