

CAPITALIZATION DECISION FORM

(Please provide name, division, requisition number, and respond to all questions below)

Name:			
Division:			
Requisition #:		PPE No.	

(Place "X" by correct response.)

Question 1			
Are you removing something to perform an upgrade?		NO	Refer to Add-On Decision Tree
		YES	Continue on to Question 2

Question 2			
IF CURRENT ASSET COST IS \$5-50K: Is the cost of this item 10%+ of current cost (\$1K minimum)?		NO	EXPENSE - do not complete remainder of FORM
		YES	Continue on to Question 3
IF CURRENT ASSET COST IS \$50K+: Is the cost of this item \$5K+?		NO	EXPENSE - do not complete remainder of FORM
		YES	Continue on to Question 3

Question 3			
Will the item be permanently and intrinsically tied to the FA for the duration of the FA's UCAR-life?		NO	EXPENSE - do not complete remainder of FORM
		YES	Continue on to Question 4

Question 4			
Will the asset now perform a function or provide additional capabilities it was unable to perform previously? (This is a <u>new</u> function, <u>not an enhancement</u> of a function performed previously)		NO	EXPENSE - do not complete remainder of FORM
		YES	Continue to the next paragraph

The additional purchase may be included in the cost of the Fixed Asset and depreciated. In the case of tagged equipment, issue a requisition using a 55xx object code and reference the Fixed Asset PPE#.

When a building component is involved, issue a requisition referencing the appropriate object code and building designation (e.g. CG1, FL1)

Complete the following section, documenting how the new purchase enables the asset to perform a function that it could not previously perform.

Return this form to the UCAR Property Office (CG4, Room 2990)
via interoffice mail or as an e-mail attachment to Chris Knoetgen at knoetgen@ucar.edu.