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## **CAPITAL FIXED ASSET POLICY**

### **INTRODUCTION**

New Jersey City University's ("NJCU") Fixed Assets Office is charged with the responsibility of inventorying, safeguarding, maintaining, and controlling fixed assets.

The Fixed Assets Office is committed to meeting the needs of NJCU and its departments and to ensure that state laws and NJCU regulations are followed.

NJCU is authorized to carry out the purchasing function through the general policies, guidelines and procedures of Chapter 64 of Title 18A of the New Jersey Statutes (The State College Contract Law). The office is also responsible for ensuring that the purchase, utilization and disposal of capital items purchased with grant funds follow the guidelines listed in 2 CFR 200 for Federal Grants and appropriate Circulars of the New Jersey Office of Management & Budget for State Grants. The treatment of similar acquisitions under other forms of external funding





Land includes all land owned by NJCU, either purchased or donated, and used, rented,

**Note: Expense to Account 50200 Computer Equipment less than \$5,000**

**Computer Licensing and Software Maintenance Contracts**

A software license is a document that states the rights of the developer and user of a piece of software. It defines how the software can be used and how it will be paid for.

Licenses typically are expressed as an end-user license agreement or an enterprise license agreement. The license is a contract between the user or user organization and the developer. It defines the terms of the license. A user must agree to the terms of the license when acquiring the software.

Software also comes with a license key or product key. The key is used to identify and verify





Appendix A



PLEASE PRINT ALL INFORMATION

Asset Description \_\_\_\_\_

Tag Color:    Green        Blue        Red        Brown        JCSC Silver        JCSC Green

Tag # \_\_\_\_\_ Serial # \_\_\_\_\_ Work Order # \_\_\_\_\_

Requester Name: \_\_\_\_\_ Ext: # \_\_\_\_\_

Department Name: \_\_\_\_\_

Reason for Transfer / Disposal: \_\_\_\_\_

**CHECK ONE:**                      **TRANSFER:**    **DISPOSAL**  
**FROM:**                                      **TO:**

BLDG \_\_\_\_\_ BLDG \_\_\_\_\_

ROOM \_\_\_\_\_ ROOM \_\_\_\_\_

DEPT \_\_\_\_\_ DEPT \_\_\_\_\_

**\*FORM MUST BE AUTHORIZED BY FACILITIES AND CONSTRUCTION MANAGEMENT (FCM)\***

**Requester's Authorization** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Please Print)                      (Last Name)                      (First Name)                      (Initial)

**Supervisor Authorization** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Please Print)                      (Last Name)                      (First Name)                      (Initial)

**FCM Management Authorization** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Please Print)                      (Last Name)                      (First Name)                      (Initial)

**IT Authorization (For Electronics)** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Please Print)                      (Last Name)                      (First Name)                      (Initial)

**Please return this form to the Fixed Asset Office located in Hepburn Hall Rm 102**

**OFFICE USE ONLY**

**AUTHORIZED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**IS THIS PROJECT GRANT FUNDED?**                      **YES**                      **NO**

**DISPOSED/TRANSFERRED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_  
*(HOUSEKEEPING)*

