



Capital Asset - Substantial Completion Form

This form is to be used whenever capital work in progress projects are ready for use or have been completed for use or in the case of a building, substantial completion date. The purpose of the form is to document and notify "Asset Management, Financial Reporting" that a capital work in progress project is ready to be reclassified as a depreciable capital asset and allow the University to begin recording amortization expenses.

Project Type:

Building Construction	<input type="checkbox"/>	Building Renovation	<input type="checkbox"/>
Software Project	<input type="checkbox"/>	Equipment Construction	<input type="checkbox"/>
IT Hardware Project	<input type="checkbox"/>		

Project Information:

Internal #:	
Project #:	
Asset Name:	
Date of Completion:	
Name of Asset Creator:	
Signature of Asset Creator:	
Date (YYYY/MM/DD):	
Asset Location:	
Equipment Serial#, Model #, or Model Name (If Applicable):	

Please attach relevant documentation to support the completion date as necessary. Forward all documents to AM@UCALGARY.CA with the caption "Substantial Completion" and the project number in the email subject line.

Relevant documentation would include but not be limited to:

- Substantial Completion Certificate
- UAT Signoff
- Go-Live Signoff
- Equipment certification

Form Usage Notes

Asset Completion Forms should be completed and submitted within 30 days of substantial completion. In the case of year end (March 31), they must be completed and submitted by the year end date (March 31) when the substantial completion date (Date of Completion) is in the same fiscal year. For example, if the substantial completion date was March 10 2022, then the Asset Completion Form must be completed and submitted by March 31 2022.

<u>Project Type (Check only one box)</u>	
Building Construction	Check this for new building construction.
Building Renovation	Check this for building renovation.
Software Project	Check this for software projects.
Equipment Construction	Check this for equipment construction.

<u>Project Information</u>	
Internal #:	The internal number associated with the project. This is a required field.
Project #:	The project number used. This is a required field.
Asset Name:	The name or description of the asset. This is a required field.
Date of Completion:	The completion date of when the asset is now ready for usage. Backup documentation should support this date. This is a required field.
Name of Asset Creator:	This name would be the name of the project manager or individual responsible for the asset completed. This is a required field.
Signature of Asset Creator:	Signature of asset creator. This is required.
Date (YYYY/MM/DD):	Signature date. Not necessarily the same as the date of completion. This is required.
Asset Location:	The physical location of the asset. Could be a building/room number. This is required.
Equipment Serial#, Model #, or Model Name (If Applicable):	Optional information describing asset in more detailed terms.