

### Capital Asset Transfer Form

This form is used to transfer capital assets and related costs that have been recorded in PeopleSoft. This form must be used for all capital asset transfers, including completed WIP assets and funding source changes. Please ensure that all chartfields are valid and active.

**Requestor Information:**

Date:	
Requested by:	
Email:	
Phone:	
Faculty/Department:	

**Asset Information:**

Asset ID/Tag #:	
PO or Voucher #::	
Asset Description:	
Transfer Type:	
Comment:	

**Capital Asset Transfer From:**

UCALG								
GL Bus. Unit	Fund	Dept.	Account	Internal	Program Code	Project	Activity	Amount
<b>Budget Owner Approval (From):</b>								
Name (Print)				Signature			Date (DD/MM/YYYY)	

**Capital Asset Transfer To:**

UCALG								
GL Bus. Unit	Fund	Dept.	Account	Internal	Program Code	Project	Activity	Amount
<b>Budget Owner Approval (To):</b>								
Name (Print)				Signature			Date (DD/MM/YYYY)	

### **Requirements:**

Please attach relevant documentation to support the transfer and forward all documents to [finance@ucalgary.ca](mailto:finance@ucalgary.ca).

Relevant documentation would include, at minimum:

- PeopleSoft GL Query
- COGNOS Report
- eFin Report

Please include the word "Transfer" in the subject line.

Asset Management will email (reply) back confirming the transfer.

### **Approvals**

Please refer to the following documentation when obtaining and providing all relevant signatures.

- <https://www.ucalgary.ca/finance/files/finance/fr-fund-definitions-transfer-rules-2019-03-12.pdf>

As per the document Finance Process FAQs :

"Email approvals can be accepted provided that the **body of the email clearly outlines the expenses to be reallocated and the projects being impacted** are clearly listed."

"Approvals may be in the form of an email or signed documents ... approving the **accounting chartfields** and **amounts ...**"

Please ensure that changes to forms that had amounts or chartfield strings that were updated as a result of AM sending them back for revision are initialed and dated by the budget owners

### **Deadlines:**

Please be aware that valid transfer requests received by Asset Management after 4:30pm on business day -5 will be processed in the next period for all periods except period 12. For period 12 please refer to year-end deadlines found here:

<https://www.ucalgary.ca/finance/finance-forms>

**Form Usage Notes**

<b><u>Requestor Information</u></b>	
Date:	Date of the transfer. All costs incurred before or on this date are included in the transfer. This is a required field.
Requested By:	Requestor's name. This is a required field.
Email:	Requestor's email address. Will be used to contact the requestor if additional information is needed. This is a required field.
Phone:	Requestor's phone number. Can also be used to contact the requestor if additional clarification is needed. This is a required field.
Faculty/Department:	Faculty/Department requesting the transfer. This is a required field.

<b><u>Available Asset Information</u></b>	
Asset ID/Tag #:	If the asset has a tag # associated with it, please include it. This is used to identify the asset in Asset Management. Do not enter AM journal id numbers in this field. AM journal ids are insufficient to identify the asset.
PO#/Invoice#:	Purchase order or invoice number referenced with the original purchase. This is used to identify the asset in AM when there is no tag #. This is a required field.
Asset Description:	A description of the asset to be transferred. This is a required field.
Transfer Type:	Indicate if this is a full or partial transfer of the asset cost.
Comment:	Additional information relevant to the transfer can be added here.

<b><u>Capital Asset Transfer From:</u></b>	
Chartfield:	Full chartfield accounting string is required. Must correspond with general ledger.
Amount:	Transfer Amount. This is a required field.
<b><u>Budget Owner Approval (From):</u></b>	
Name:	Name of budget owner (printed) of the originating/source chartfield. This is a required field.
Signature:	Budget owner signature. This is a required field.
Date:	Approval date. This is a required field.

<b><u>Capital Asset Transfer To:</u></b>	
Chartfield:	Full chartfield accounting string is required. Must correspond with general ledger.
Amount:	Transfer Amount. This is a required field.
<b><u>Budget Owner Approval (To):</u></b>	
Name:	Name of budget owner (printed) of the receiving/destination chartfield. This is a required field.
Signature:	Budget owner signature. This is a required field.
Date:	Approval date. This is a required field.