1. To aid in the record-keeping of capital assets and expedite the biennial physical inventory of those items, the Fixed Asset Review/University Inventory section has been added to the requisition and purchase order documents in buyND.

2. This new section will appear in every order document but will only need to be filled out if the items being purchased are capital assets or are parts that will be combined to create a capital asset.

3. As defined by the federal government, capital assets are assets valued at $5,000 and over that are centrally tracked, tagged, capitalized, and depreciated.

4. The section is located below the General, Internal Info, and Supplier Info sections in the requisition document.

5. The section is located below the General Information, Shipping Information, and Billing sections in the purchase order document.

6. Any missing data for a system or equipment that is valued at over $5,000 may result in a delay of the approval process.

8. The Fixed Asset Review/University Inventory section has the following four requests for information as well as help information to assist you in filling out the fields:
   a) Identify any line items that work together as a system:
      i. If any of the line items being purchased on this order work together as a system, list them in this section. e.g. Line items 1, 3, 4
   b) System or equipment name:
      i. For inventory purposes, please list a recognizable description for the system or equipment.
   c) Contact name and email address:
      i. Please list the name and email address of the person who will be responsible for this system or equipment during inventory.
   d) Location where the system or equipment will reside:
      i. Please list the room number and building where the system or equipment will reside.

9. For example purposes, we will be purchasing the components for a 45 page per minute multi-function device.

10. Start by adding line items to a cart.

11. During the Edit Cart review in the checkout process, click on edit in the Fixed Asset Review/University Inventory section.

12. A new section will pop-out titled Questions. Fill in the relevant information. In this example, all of the line items are being used for the multi-function device.

13. Click Save, and if everything else is correct, submit your requisition.

14. While the section will appear in every order document, it will not be sent out to the supplier in the actual purchase order.

15. Any questions regarding whether an asset is considered a capital asset can be directed to ndfixedasset@nd.edu.