



# Northeastern University

## Office of the Controller

### Automated Asset Disposition Form (ADF) Instructions

#### **Introduction:**

**Purpose:** It is critical that the University controls all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere at the University. By following these disposition guidelines, Northeastern will be able to more effectively manage its assets.

**Objective of Property Control:** The Property, Plant and Equipment function within the Controller's Office is responsible for maintaining accurate records for physical assets whose value is \$5,000 or more and has a useful life of one year or more. Our Policy on Asset Disposition summarizes procedures to ensure compliance with Federal Uniform Guidance, accounting industry standards, and accurate reporting of physical assets. As a recipient of Federal funds, Northeastern is required to conduct periodic inventories, provide financial accountability, ensure safeguards against loss, damage or theft, develop procedures to ensure proper asset maintenance, and follow proper disposal procedures.

**Capital Equipment:** Tangible non-expendable personal property including exempt property having a useful life of more than one year and a unit cost of \$5,000 or more.

**Please Note:** Disposal of all **Electronic Equipment** which includes desk top computers, laptops, printers, smartphones and all tablets require notification to be emailed to OIS at [OIS@neu.edu](mailto:OIS@neu.edu).

**The email should include the following:**

- Contact information : Name, email and number
- Item Description:
- Location:

#### **I. Instructions for completing ADF:**

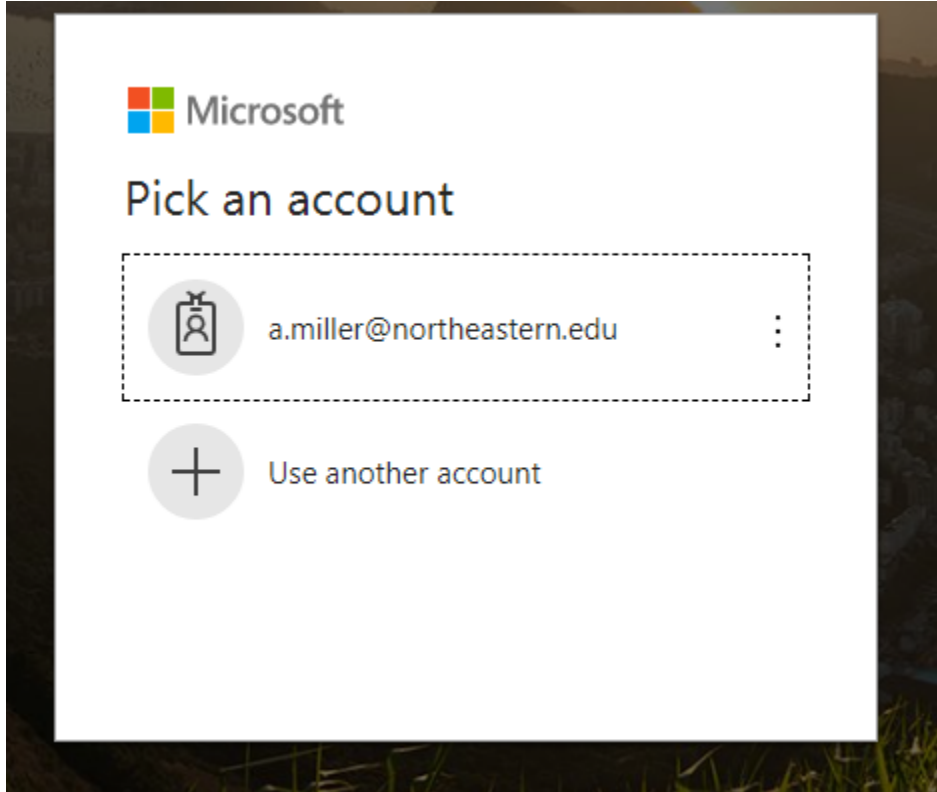
The **Asset Disposition Form (ADF)** **MUST** be completed for the following actions pertaining to University-owned property:

- a. Disposal/Recycling
- b. Selling
- c. Donating
- d. Transferring/Moving from one NU location to another
- e. Loaning to an outside entity
- f. Decommissioning Equipment

1) Access the form Using the following link:

[Northeastern University - SharePoint Automation - Asset Disposition Form](#)

2) You will then be required to enter you MyNEU credentials



3) Click on the "USERS" Block

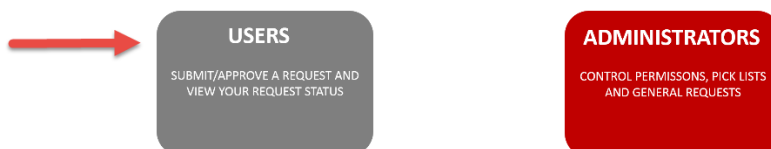
Northeastern SharePoint Home > Finance > Accounting Office



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Office of the Chief Financial Officer

### ASSET DISPOSITION

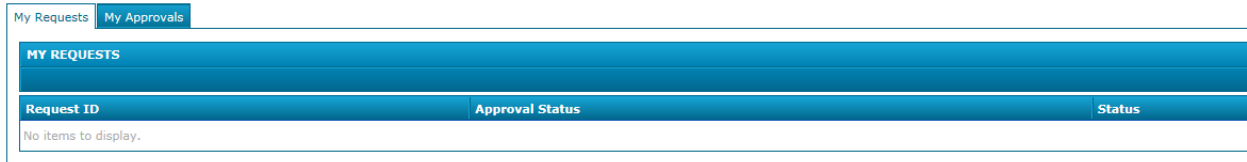
The Asset Disposition process was created to ensure proper disposal of University-owned property, whether capital or non-capital assets. It is critical the University control all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere in the University. By following these disposition guidelines, Northeastern will be able to more effectively manage its assets.



4) Next click on "Submit a new request"

## ASSET DISPOSITION REQUEST

 **Submit a new request**



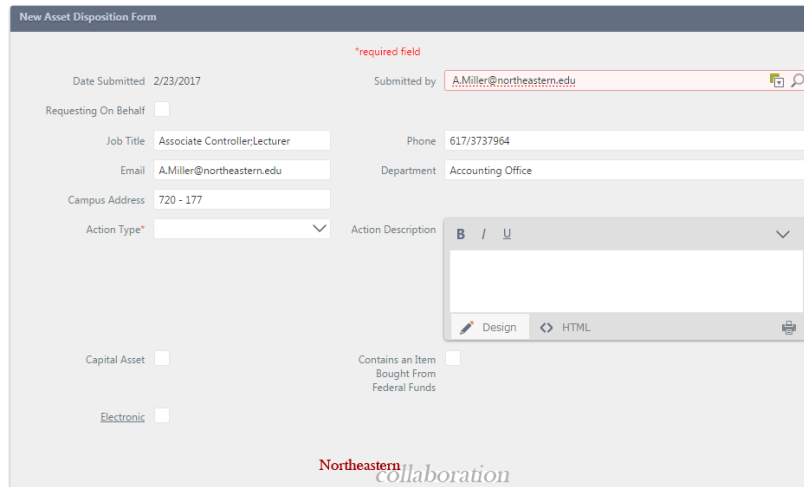
Request ID	Approval Status	Status
No items to display.		

5) The form will automatically populate the following fields for the submitter:

- Date Submitted
- Submitted by
- Job title
- Campus Address
- Phone
- Department

[Asset Disposition](#) [EDIT LINKS](#)

Asset Disposition Form



**New Asset Disposition Form**

*\*required field*

Date Submitted: 2/23/2017

Submitted by: A.Miller@northeastern.edu

Requesting On Behalf:

Job Title: Associate Controller/Lecturer

Phone: 617/3737964

Email: A.Miller@northeastern.edu

Department: Accounting Office

Campus Address: 720 - 177

Action Type\*:

Action Description:

Capital Asset:

Contains an Item Bought From Federal Funds:

Electronic:

Northeastern Collaboration

6) You will then need to choose an action from the Action Type \* drop menu.  
*Select the appropriate action.*

New Asset Disposition Form

\*required field

Date Submitted 2/23/2017 Submitted by A.Miller@northeastern.edu

Requesting On Behalf

Job Title Associate Controller;Lecturer Phone 617/3737964

Email A.Miller@northeastern.edu Department Accounting Office

Campus Address 720 - 177

Action Type\*    
 Dispose   
 Lost or Stolen   
 Move   
 Sale or Donation

Action Description   
 Design HTML

Capital Asset

Contains an Item Bought From Federal Funds

Electronic

Northeastern collaboration

7) Use the **Action Description** to give a brief description of the action.

8) Check the **Capital Asset** Box if you believe the item is a capital asset. Capital assets have an original purchase price of \$5,000 or greater and has a useful life of more than one year.

Capital Asset    
 Contains an Item Bought From Federal Funds

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9) Check the **Contains an Item Bought from Federal Funds** if federal funds were used to purchase the asset. This information will be verified by the Accounting Office and The Office of Research Administration and Finance.

Capital Asset

Contains an Item Bought From Federal Funds

Design HTML

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**Note:** Both steps 8 and 9 will be validated by the Accounting Department.

- 10) Enter the relative information for your equipment:
- Equipment Name – Enter a Description of the Equipment
  - NU Tag Number – Enter tag information if one is affixed to your equipment
  - Serial Number – Enter Serial number if available
  - Current Location – Enter the campus location of the equipment.
- \*\*Be sure to include Building name and Room number
- **NOTE:** This field is required in order to submit the form.

The screenshot shows a form titled "Assets" with a "Delete" button. Below the title is a table with the following columns: EQUIPMENT NAME, NU TAG NUMBER, SERIAL NUMBER, CURRENT LOCATION, and FEDERAL FUNDS. Each column has a corresponding input field with the placeholder text "Type a value". Below the input fields is a button labeled "(Add new row)".

- 11) Attach any supporting documentation – This will allow you to attach files.  
Simply click on "Add"

The screenshot shows a form titled "Attach Supporting Documentation" with an "Add" button and a "Delete" button. Below the buttons is a table with the following columns: NAME, ADDED BY, and DATE ADDED. The table is currently empty and displays the message "No items to display." Below the table are two buttons: "Cancel" and "Submit".

- 12) The form is now ready to be submitted – Click on Submit

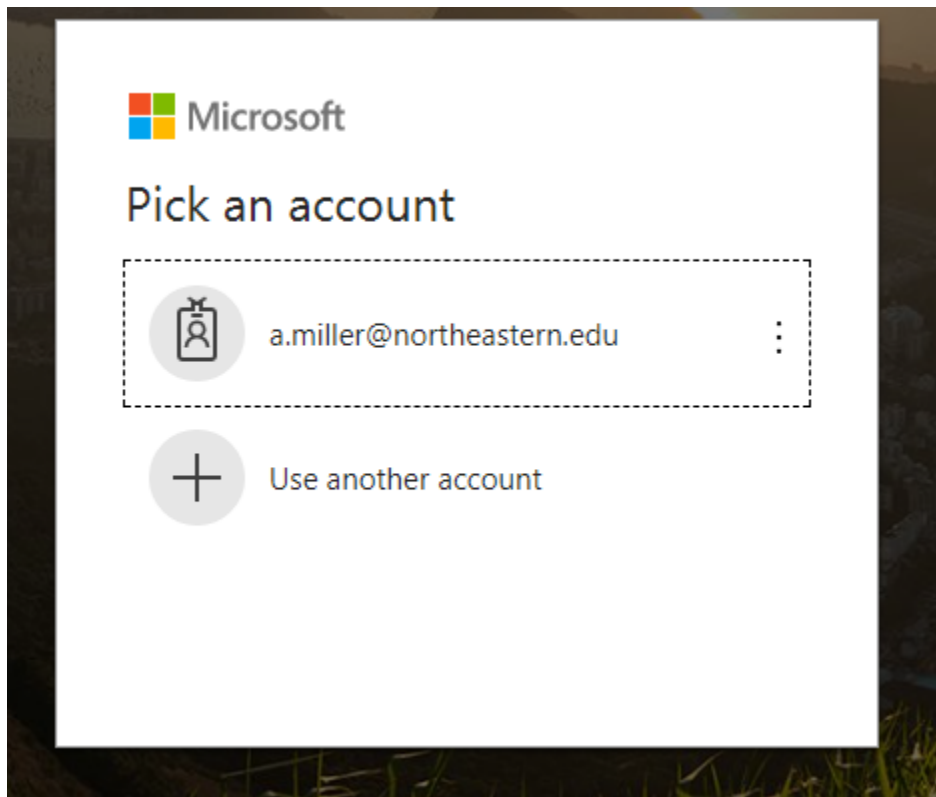
## **II. To find where in the process your ADF form is:**

For your reference: at the end of this document are the workflows for your ADF based on the **Action Type** you selected (step #5 from above).

Once approvals and actions required have been completed you "the submitter" will receive an email notification

During the workflow you can track where your ADF is at any time as follows:

- 1) Access the form Using the following link:  
[Northeastern University - SharePoint Automation - Asset Disposition Form](#)
- 2) You will then be required to enter you MyNEU credentials



### 3) Click on the “USERS” Block

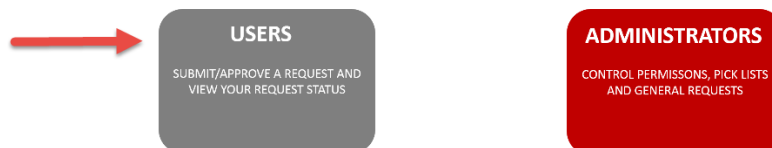
Northeastern SharePoint Home > Finance > Accounting Office



**Northeastern University**  
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#### ASSET DISPOSITION

The Asset Disposition process was created to ensure proper disposal of University-owned property, whether capital or non-capital assets. It is critical the University control all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere in the University. By following these disposition guidelines, Northeastern will be able to more effectively manage its assets.



4) This will bring you to a screen where you'll see your ADF listed and provide you with the following information:

- Request ID: Is the form number
- Status: Which step/department your form is currently
- Date Submitted: Date which the form was originally submitted



## ASSET DISPOSITION REQUEST

Submit a new request

MY REQUESTS		
Request ID	Status	Date Submitted
<a href="#">ADR_82</a>	Facilities Task	1/18/2018
<a href="#">ADR_81</a>	Complete	12/19/2017
<a href="#">ADR_80</a>	ORAF Approval Task	12/19/2017

Below is a list of contacts by department based on the status of your form:

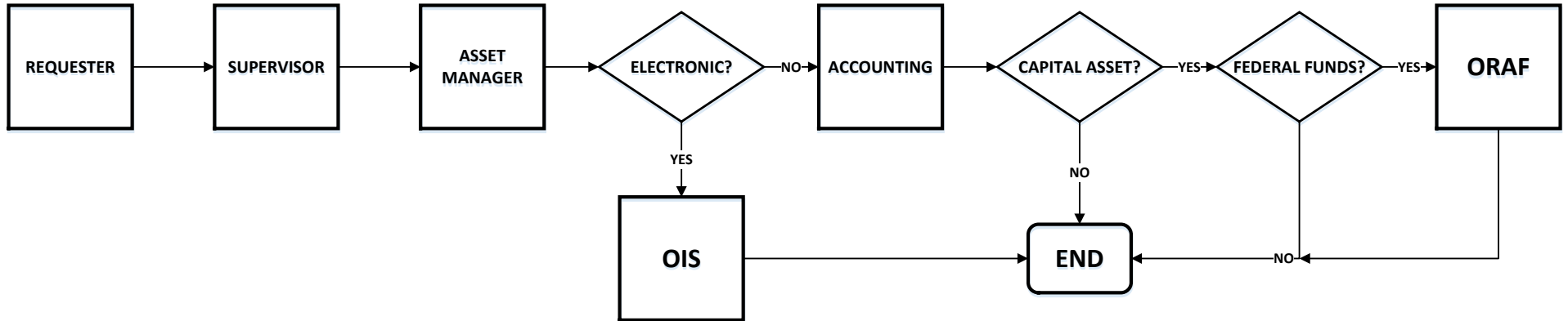
- Supervisor – This means your direct supervisor hasn’t approved the form. Please contact them directly for any questions.
- Accounting Task – Please contact the Adam Kneeland in the Accounting Department via email at [asset.dispostion@neu.edu](mailto:asset.dispostion@neu.edu)
- ORAF Approval Task – Please contact the Alex Tran or Fred Crompt in the Office of Research Administration and Finance via email at [ResearchFinance@neu.edu](mailto:ResearchFinance@neu.edu)
- Procurement Task - Please contact the Jim Stack or Mike McNamara in the Procurement Department via email at [procurement@neu.edu](mailto:procurement@neu.edu)
- Facilities Task - Please contact Rich Bekerian in the Facilities Department via email at [RecyclingFacilities@neu.edu](mailto:RecyclingFacilities@neu.edu)

If you have any additional questions regarding the Asset Disposition Form or process please contact the Accounting Department:

- Adam Kneeland
  - at extension # 8179
  - email: [a.kneeland@northeastern.edu](mailto:a.kneeland@northeastern.edu)
- Stephanie Grokulsy
  - at extension # 4233
  - email: [s.grokulsy@northeastern.edu](mailto:s.grokulsy@northeastern.edu)

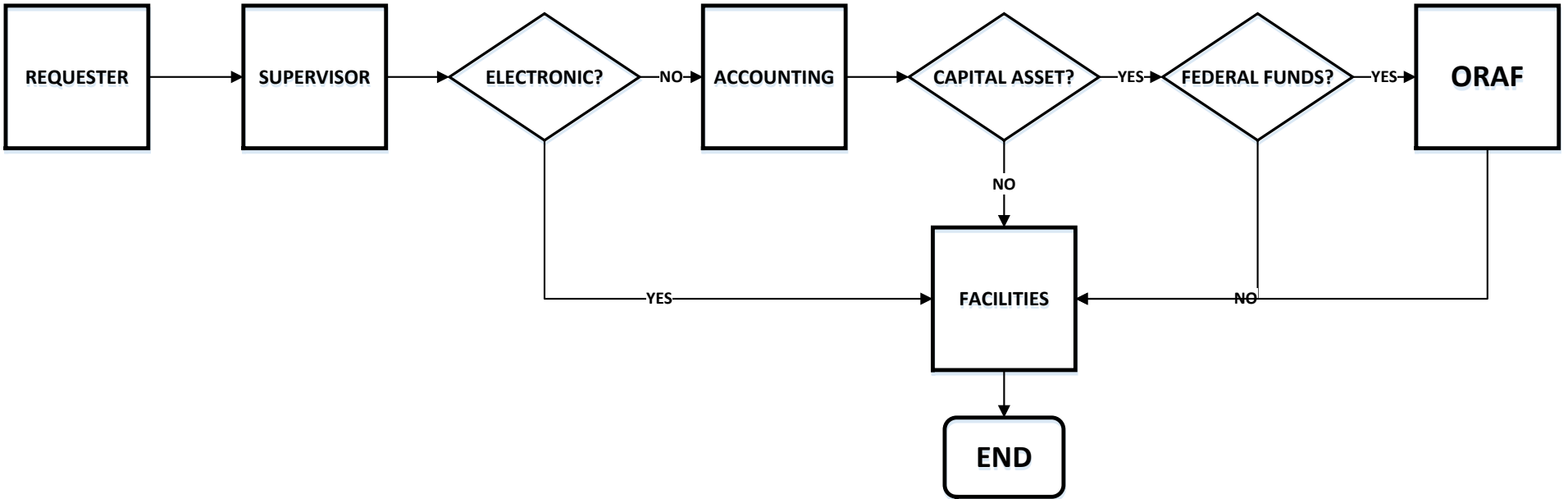
# WORKFLOWS

## Lost or Stolen





Move & Dispose



*Sales or Donation*

