
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)

