Department of Business and Financial Services

Colorado State University

Property Management Office
555 S. Howes Street
6003 Campus Delivery
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CAPITAL EQUIPMENT CHECKLIST

Use this form for any capital equipment purchases.

Equipment is a single item (or combined multiple items creating one system) costing over $5000 with a useful life of more than one year and is not part of a building.

Software purchases over $5,000 (CSU will own the software): those that have a useful life of more than one year (this includes licenses over one year of use) should be capitalized.
   - Licenses over one year of use that CSU does NOT own at the end of the licensing period can be expensed.
Developed software purchases over $50,000 should be capitalized; if **developed** software is less than $50,000 it can be expensed.

Capital Asset System Type:

○ Individual Assets: each line in Requisition is treated separately.

○ Multiple Assets: some lines in Requisition are treated separately while others are combined (also used when selecting Modify Existing).

○ One System: all lines in Requisition are combined.

Capital Asset System State:

○ Create a New Asset: adding a new piece of equipment or replacing an old piece of equipment (NOT a repair part).

○ Modify an Existing System*: Betterment; and expenditure that significantly extends the useful life of an asset or anything that modifies, enhances, attaches to, or upgrades (not replacement of) a current piece of equipment.

   *If this is a modification, provide the decal number of the existing system: [   ]

Manufacturer: [   ]

Model Number: [   ]

Where will this system be physically located?

   Building: [   ]

   Room: [   ]

In laymen's terms, describe this equipment:

Comments/Additional information: