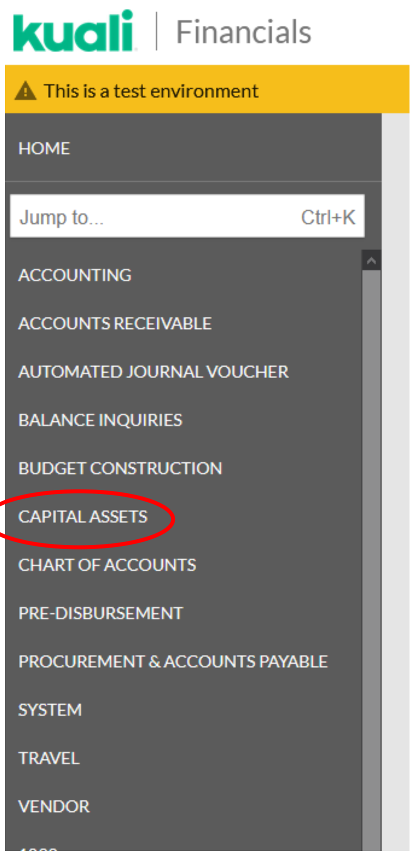
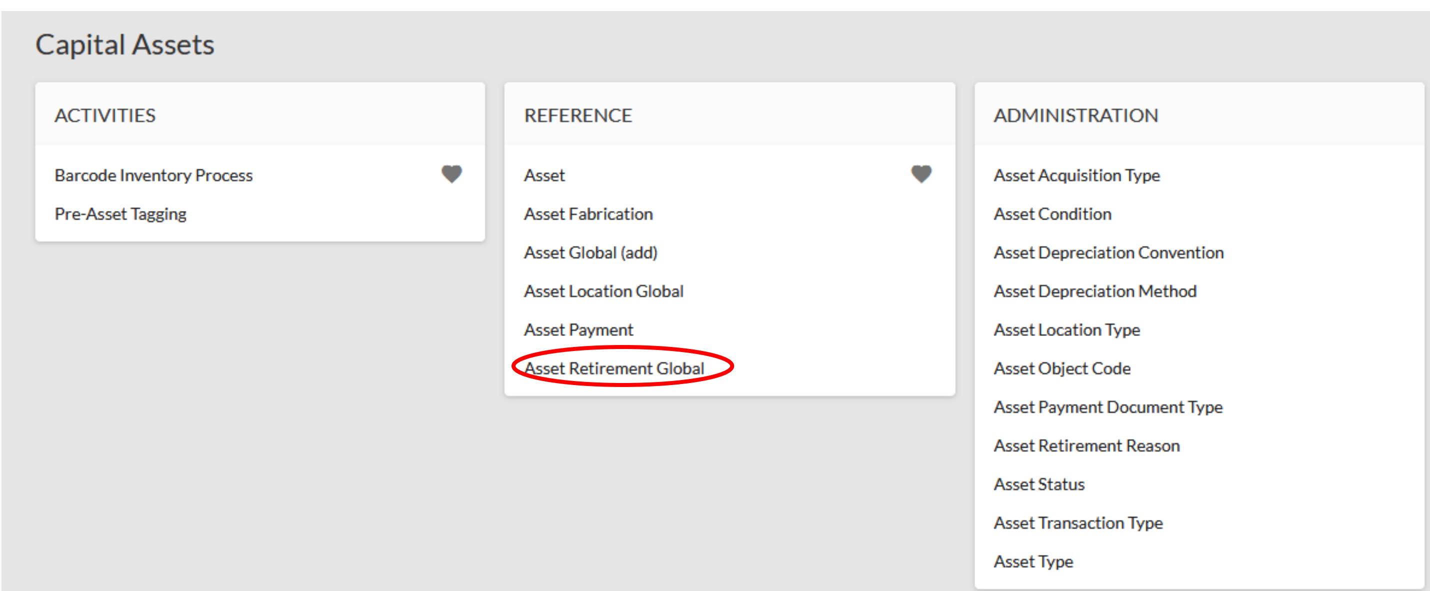
Creating an External Transfer Document in Kuali

PURPOSE: To transfer an asset to a non-CSU entity. (e.g., A professor transferring to another University and taking capital equipment with them; returning federally funded equipment to the sponsor; returning equipment that was loaned to CSU; etc.). *Note:* Authorization is required.

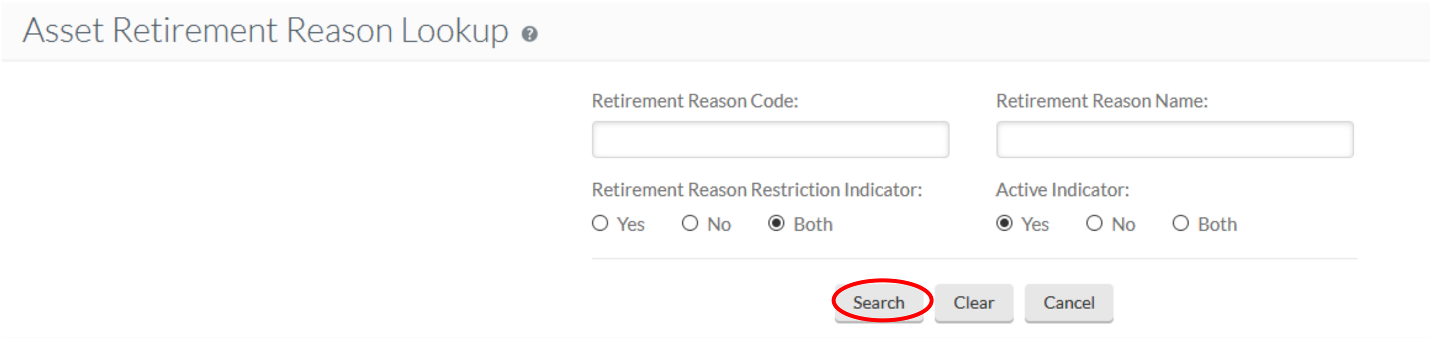
From the Main Menu, click on **Capital Assets.**



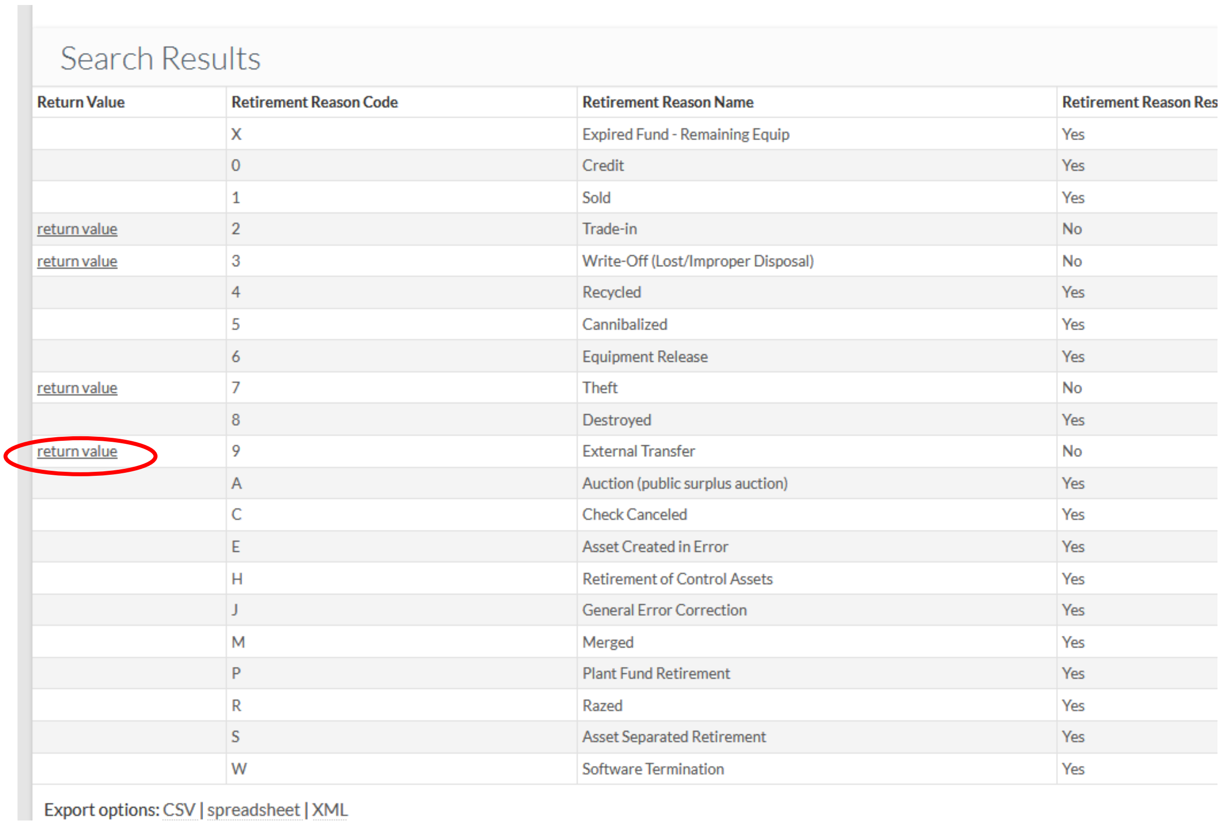
In the **Reference** box, click on the **Asset Retirement Global** link.



The Asset Retirement Reason Lookup screen will open. Click on **"Search"** to retrieve a list of retirement reasons.



Click on the **return value** link for reason code 9, **External Transfer.**

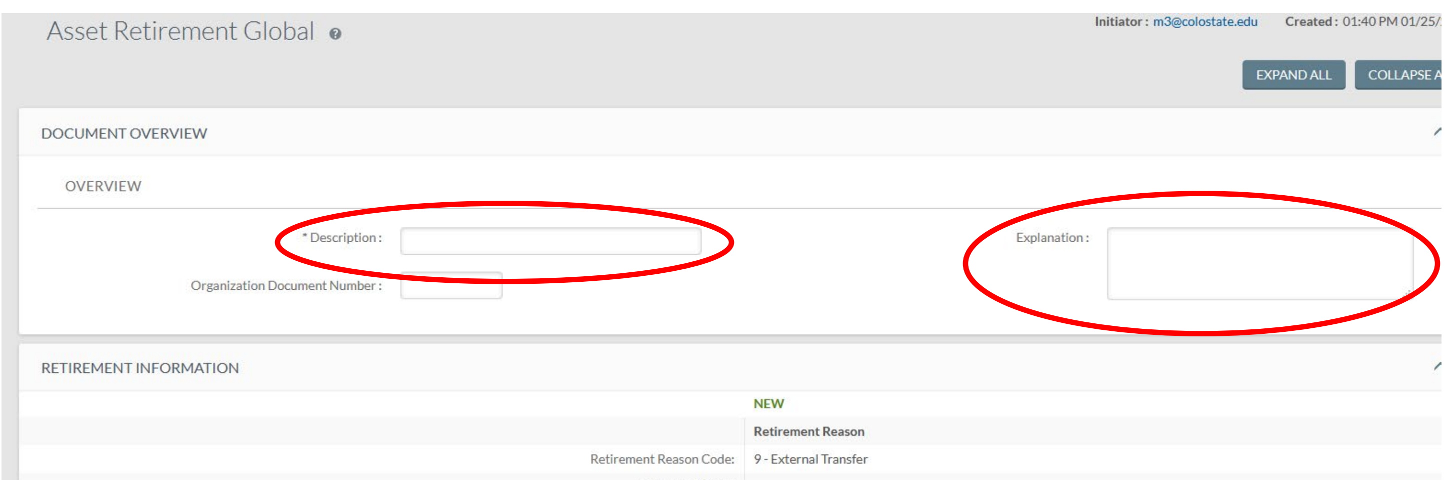


Search Results

Return Value	Retirement Reason Code	Retirement Reason Name	Retirement Reason Res
	X	Expired Fund - Remaining Equip	Yes
	0	Credit	Yes
	1	Sold	Yes
return value	2	Trade-in	No
return value	3	Write-Off (Lost/Improper Disposal)	No
	4	Recycled	Yes
	5	Cannibalized	Yes
	6	Equipment Release	Yes
return value	7	Theft	No
	8	Destroyed	Yes
return value	9	External Transfer	No
	A	Auction (public surplus auction)	Yes
	C	Check Canceled	Yes
	E	Asset Created in Error	Yes
	H	Retirement of Control Assets	Yes
	J	General Error Correction	Yes
	M	Merged	Yes
	P	Plant Fund Retirement	Yes
	R	Razed	Yes
	S	Asset Separated Retirement	Yes
	W	Software Termination	Yes

Export options: CSV | spreadsheet | XML

An Asset Retirement Global document will open.

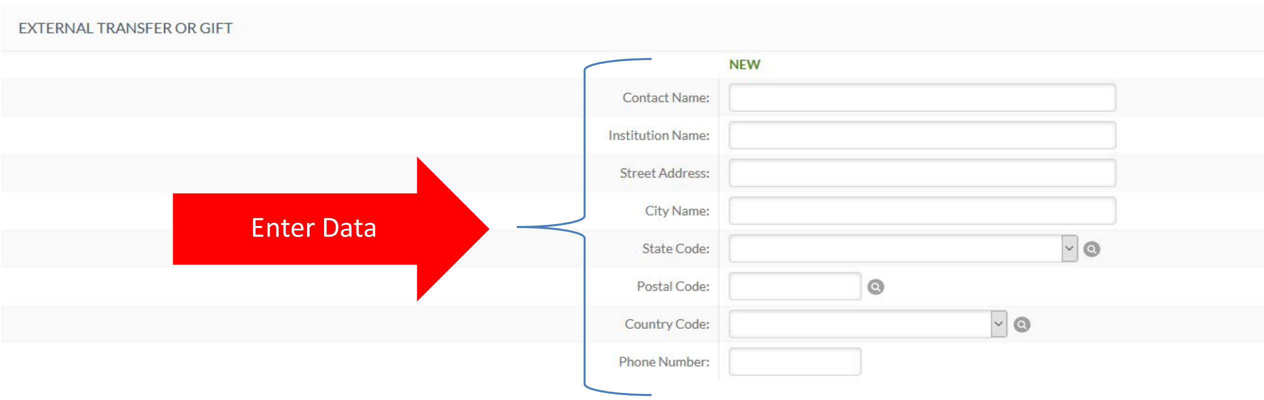


Enter a **Description** in the **Document Overview** tab. *Example:* Equipment Transfer

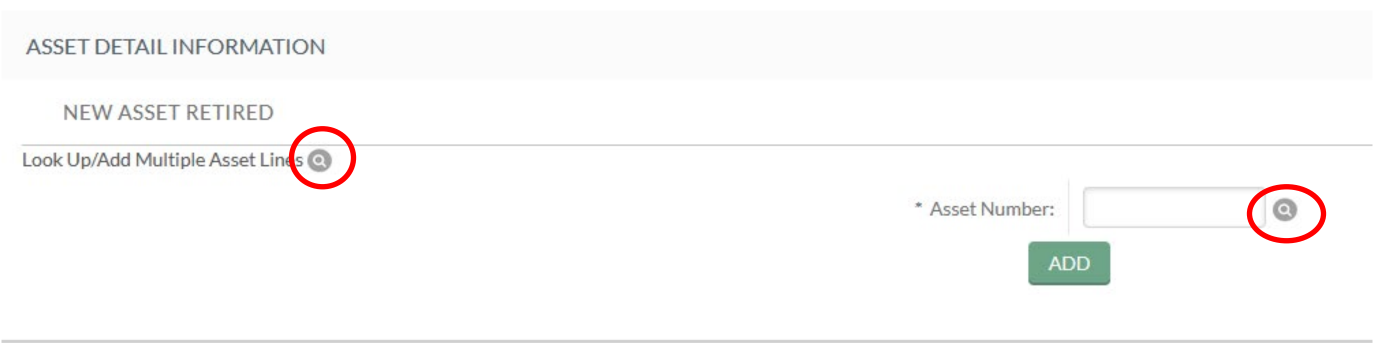
Use the **Explanation** field (also located in the **Document Overview** tab) to provide a brief reason for the transfer. *Example:* Equipment transferring to the University of California with Dr. Brown.

Enter the Receiving Entity information (required) in the **External Transfer or Gift** tab.

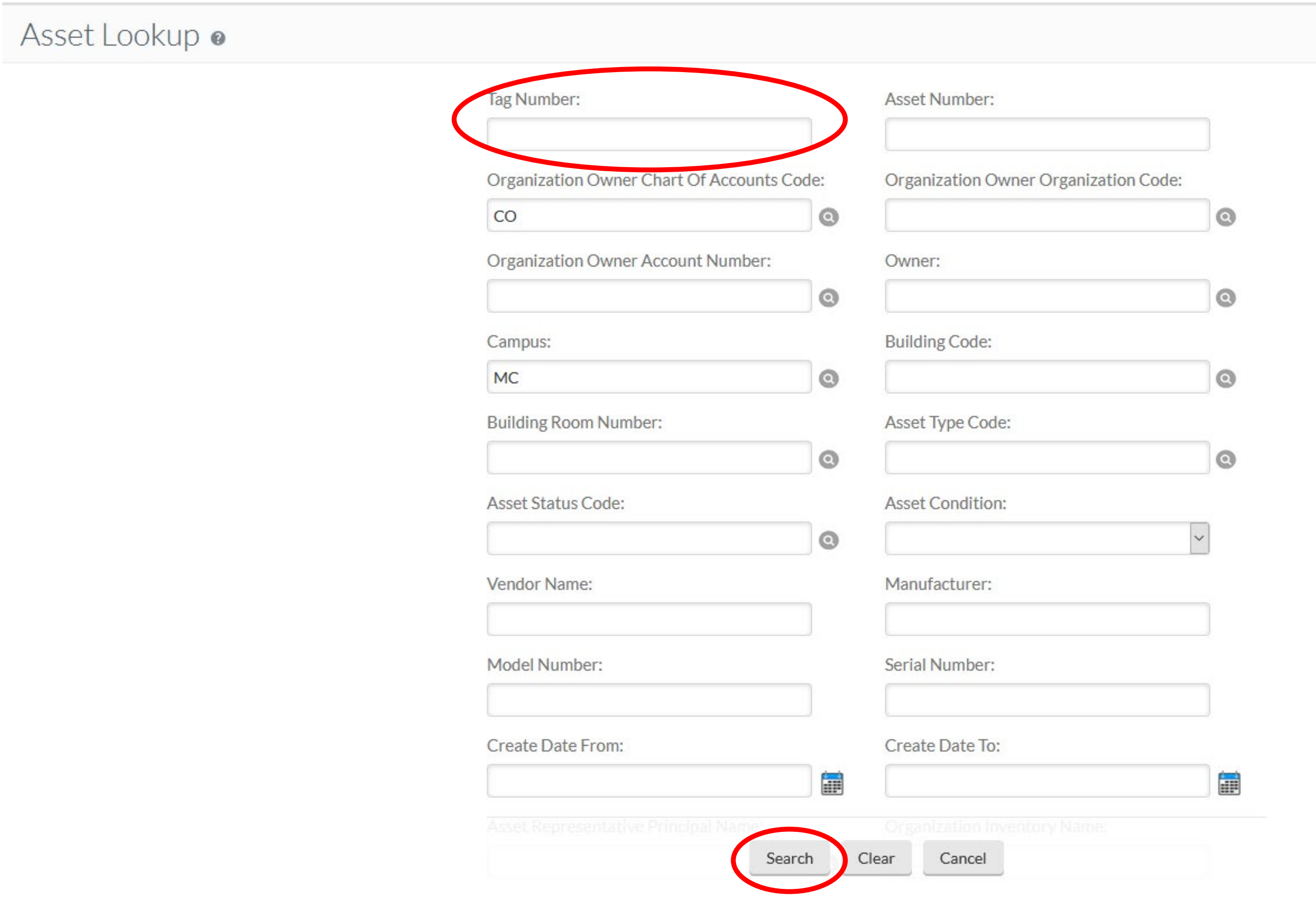
- **Contact Name**: The person at the agency receiving the transfer who is authorized to receive the equipment (This could be the property contact person at another university, the department head for another institution, or a government property contract person).
- **Institution Name**. The receiving non-profit entity.
- **Street Address, City Name, State Code, Postal Code, Country Code,** and **Phone Number** of the receiving entity.



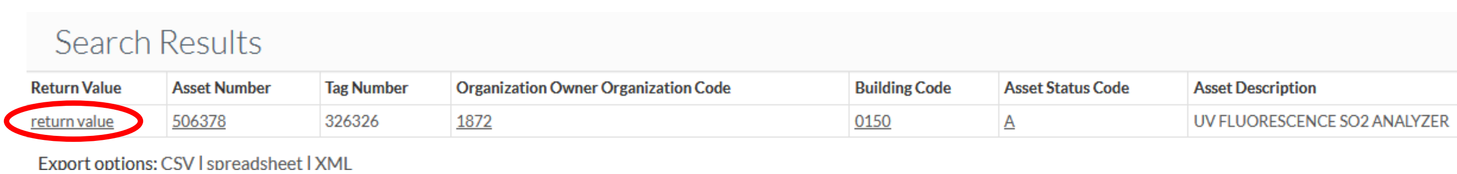
In the **Asset Detail Information** tab, search for the asset number by clicking on the magnifying glass icon to the right of the **Asset Number** field. *Note:* Multiple assets can be transferred using one document. If you are transferring more than one asset to the same location, use the Look Up/Add Multiple Asset Lines magnifying glass icon to search for assets by Asset Rep name or Building and Room number. Otherwise, repeat the Asset Number lookup process for each asset.



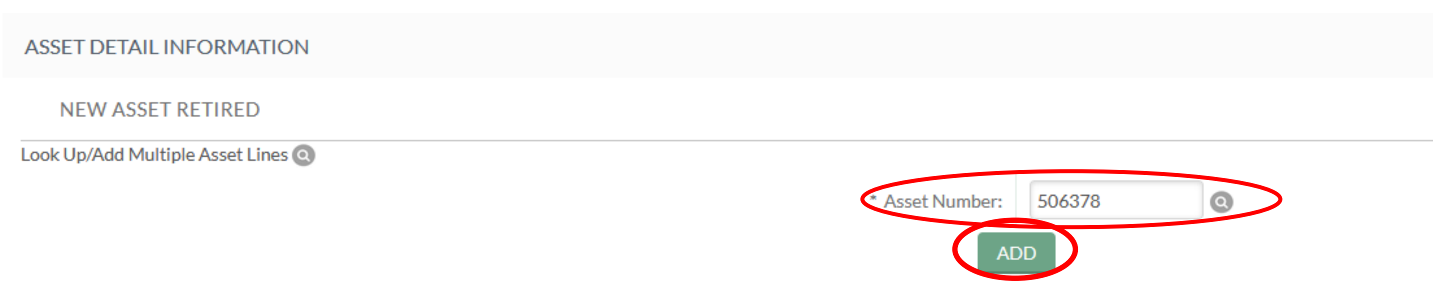
Using the Asset Number magnifying glass icon lookup, the Asset Lookup screen will open. Search for an asset by entering known asset information, such as the **Tag Number** (CSU decal number). After entering known information, click on the **Search** button.



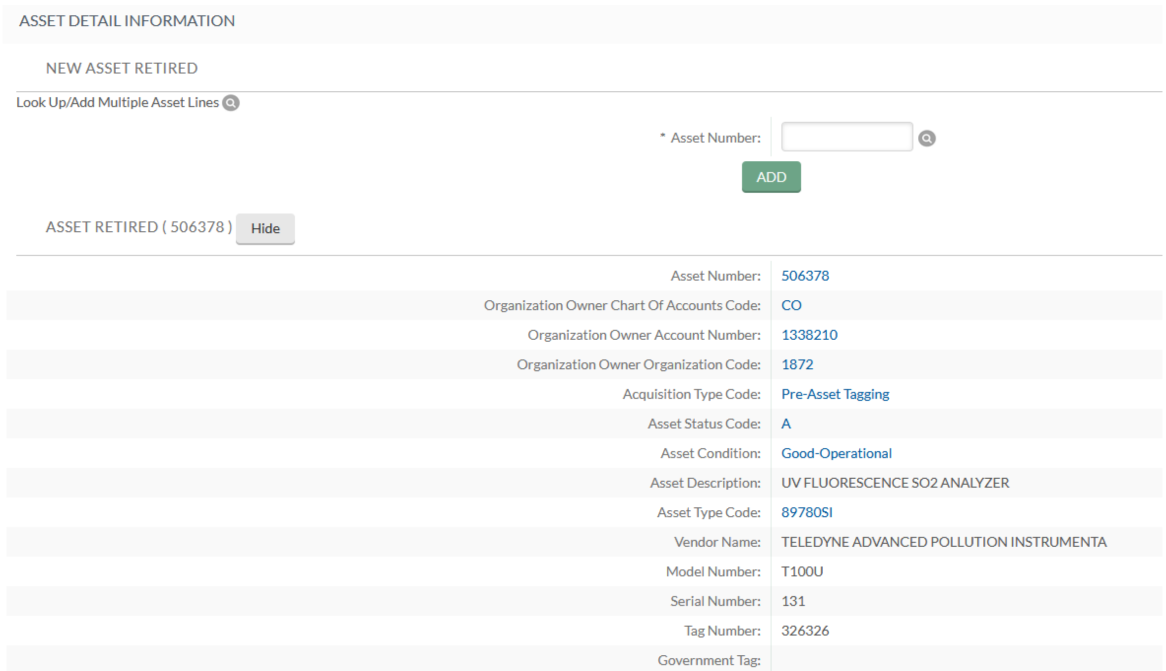
When the search results are retrieved, confirm it is the correct asset and click on **Return Value.**



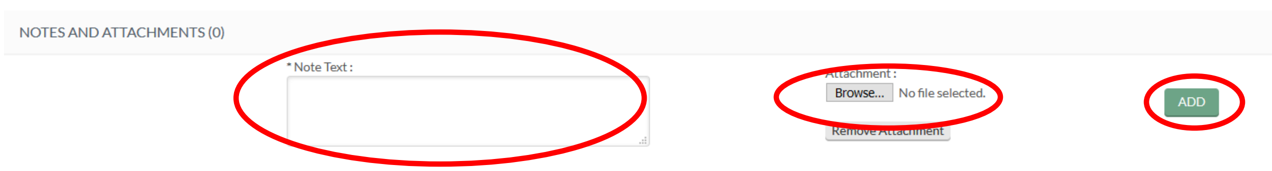
This will return you to the main screen of the document and the asset number will be populated in the **Asset Number** field. Click on the **Add** button to pull the asset info into the document. *Note:* If you do not click the **Add** button, the asset will not be retired, and you will need to resubmit a new document!



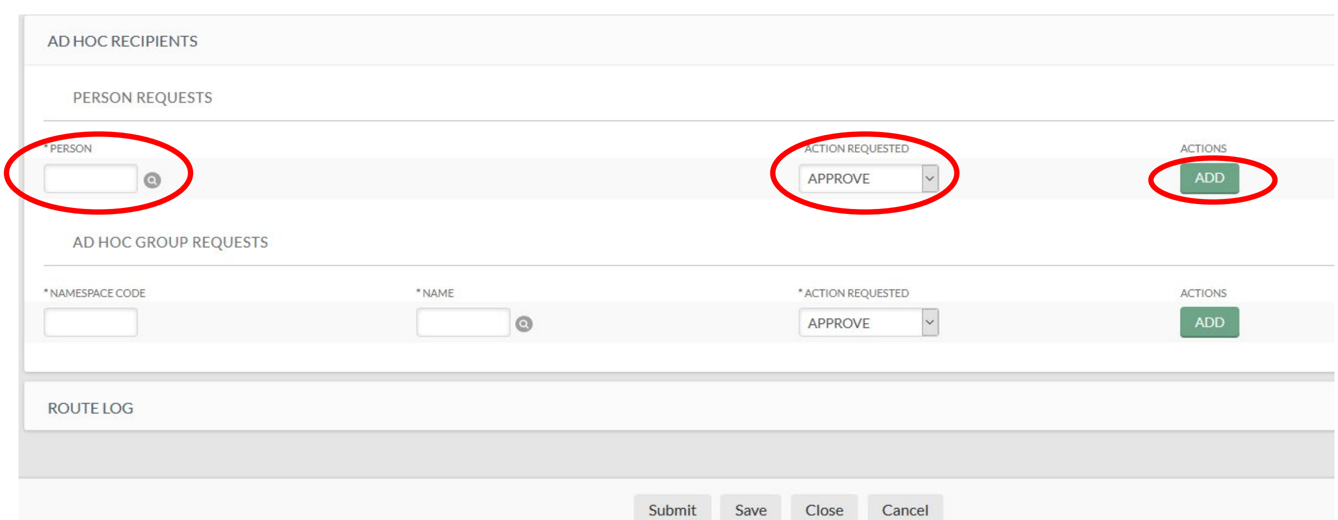
The asset information will be imported into the document.



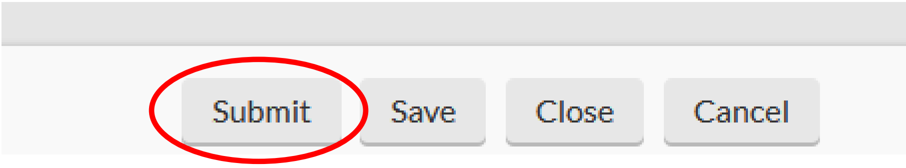
Provide any notes and attachments in the **Notes and Attachments** tab. *Note:* **The minimum required paperwork for an External Transfer includes a Letter of Release, signed by the department head; a Letter of Acceptance signed by the receiving agency; and a list of the equipment being transferred**. You must click on the **Add** button or you will lose the attachment. *Note:* The Asset Retirement Disposal Form (see document on the last page) page 2 has places for required signatures and authorizations and can be used for your required documents, if needed.



In the **Ad Hoc Recipients** tab, ad hoc anyone that is required or necessary (and not already shown in the route log) by clicking on the magnifying glass icon to the right of the **Person** field. *Note:* **The department head is required as an APPROVER for this document.** Search for required approvers by clicking on the magnifying glass icon to the right of the **Person** field. Select **return value** for the appropriate person(s). *Note*: You must click the **Add** button or the ad hoc will not be added.



Click on **Submit** when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If you see an error message instead (in red lettering), read the explanation of the problem – correct the error and resubmit.



For Vendor Removals, Trade-ins, and External Transfers, departments must submit this page and any required documents to obtain authorization prior to releasing or disposing of any asset.

REQUEST FOR AUTHORIZATION

DEPARTMENT INFORMATION:

Department (name/#): ______________________________ **Contact Person:** ___________________________ **Phone:** _____________

Remarks (include if a 53-fund is involved):____

____

____ **Date:**_____________

_____USE ATTACHED LETTER OF RELEASE SIGNED BY THE DEPARTMENT HEAD, OR

Department Head Signature (Required):_____________________________________**Printed Name:**________________________

EQUIPMENT:

_____USE ATTACHED LIST OF EQUIPMENT (INCLUDE BOTH ACTIVE CAPITAL AND INACTIVE/RETIRED NON-CAPITAL EQUIPMENT), OR

USE BELOW FOR ACTIVE CAPITAL EQUIPMENT:

Decal Number ________ ***Decal Number*** ________ ***Decal Number*** ________ ***Decal Number*** ________ ***Decal Number*** ________

USE BELOW FOR INACTIVE/RETIRED DECALS OR NON-CAPITAL EQUIPMENT:

ASSET DESCRIPTION	*MANUFACTURER*	*MODEL*	*SERIAL NUMBER*	*ADDITIONAL INFO (Inactive/Retired Decal #, FMV, YR, ETC.)*

REASON FOR RETIREMENT/DISPOSAL (SELECT ONLY ONE REASON PER FORM):

○ **Vendor Removal.** Releasing an asset or component of an asset (not the same as releasing a repair/replacement [i.e. broken] part of an asset) to a vendor with or without charge or for a discount (not the same as a trade-in allowance) towards the purchase of a new asset. Property Management can submit an Asset Separate document, if deemed necessary, when component removal from an active capital asset is involved.
Required Documents: A quote showing any charge for removal or discount towards the purchase of the new asset.
Required Actions: Submit the Requisition and, if the items are active capital assets, the department is required to submit an Asset Edit document to transfer the asset to surplus requesting the asset be retired as Vendor Removal and cross reference the Requisition and Asset Edit document numbers in the notes section of each document for tracking purposes. Attach this completed form, along with any other required documents, in the notes section of all submitted Kuali documents.

○ **Trade-In.** Releasing an asset for a trade-in allowance.
Required Documents: A quote showing the "trade-in allowance" (a trade-in allowance is not the same as a discount).
Required Actions: Submit the KFS Requisition and, if the items are active KFS capital assets, a KFS Asset Retirement Global (ARG) document, reason: Trade-in and cross reference the Requisition and ARG document numbers in the notes section of each document for tracking purposes. Attach this completed form, along with any other required documents, in the notes section of all submitted KFS documents.

○ **External Transfer.** NOTE: Depending upon the reason for the External Transfer, a sale may or may not be negotiated when transferring CSU titled equipment (see Sale to External Entity instructions). External Transfers include: Transferring federal or sponsor titled equipment (i.e. non-CSU titled equipment purchased with federal/sponsor funds) to the sponsor after the project has closed; Returning loaned equipment (i.e. equipment loaned to CSU by the feds, sponsor, or a vendor) back to the lender; Principal Investigators transferring to another university (equipment may or may not be 53-fund related); and Transferring equipment to a non-profit entity (CSU has restrictions regarding donations).
Required Documents: A Letter of Release (signed by the department head) and A Letter of Acceptance (signed by the accepting agency) listing all equipment being transferred.
Required Actions: For active KFS capital assets, submit a KFS Asset Retirement Global (ARG)) document, reason: External Transfer. The Receiving Agency is a required field. Attach this completed form, along with any other required documents, in the notes section of the KFS document.

Receiving Agency Information is Required for External Transfers:

_____USE ATTACHED LETTER OF ACCEPTANCE, OR

Accepting Agency Name: ____

Accepting Agency Contact Name: ____ **Phone #:** _________________

Authorized Signature of Accepting Agency (Required): ___________________________________**Title:** ___________________

Printed Name: ____ **Date:** _______________

AUTHORIZATIONS:

Property Management Use Only: ___OK TO RELEASE ___ OSP ___CSURF ___21 FUND ___EXPORT CONTROL ___OTHER AUTHORITY (list): ____________________
Date: _________ Notes:____

Surplus Property Use Only: ___OK TO RELEASE ___PROPRIETARY INFO ___RFLE/EHS ___OTHER (list):____
Date: _________ Notes:____

Other Authority Use Only (select): ___OSP ___CSURF ___21 FUND ___EXPORT CONTROL ___OTHER AUTHORITY (list): ____________________________
_____OK TO RELEASE Date:___________ Notes:____