

CAPITAL ASSET POLICY AND PROCEDURES

PRIMARY CONTACT: Associate Vice-President, Finance

INTRODUCTION

The purpose of this Policy is to establish the framework for the management and control of TRU capital assets including:

- Identification of capital assets; and
- Acquisition and disposal.

Related Policies and Legislation:

Policies:

BRD 02-2 – Purchasing

https://www.tru.ca/purchasing/disposal_of_goods.html - Disposal of Goods

Applicable Accounting Principles

PS 3150 – Tangible Capital Assets

POLICY

1. It is University policy to ensure that all fixed assets are managed in accordance with current best practice, such as safeguarded with appropriate identification, recording, verification of existence and costs.
2. Acquisition of all capital assets should be in line with the policy outlined in BRD 02-2 *Purchasing* and procedures of donated assets as set out below.
3. On receipt of all assets over \$5,000, Procurement Service will record the asset in the asset tracking log maintained on SharePoint.

4. All assets received by TRU via donation are to be reported to Procurement Services and Finance for recording into the asset tracking log and financial records.
5. Disposal of capital assets should be in line with the procedures outlined at https://www.tru.ca/purchasing/disposal_of_goods.html.

PROCEDURES

Responsibilities

1. All university employees are responsible for the protection of TRU capital assets in their custody and ensure that the assets are used only for authorized TRU purposes.
2. Procurement Services is responsible for all acquisition and disposal of capital assets for TRU.
3. Responsibility for the maintenance and recording of the transactions with regard to capital assets rests with the Financial Services.

Acquisition of Assets

1. The purchasing and procurement of capital assets shall be carried out in line with the principles of openness and transparency as outlined in the Board policy BRD 02-2 found at https://www.tru.ca/_shared/assets/brd02-25637.pdf.
2. For all gifts in kind, donations directly made to the University or transferred from TRU Foundation to TRU, a “notice of gift in kind” donation form is to be completed and signed by Procurement Services. The form is then to be forwarded to Finance.

Recording of Capital Assets

1. The University has developed an Asset Tracking log maintained in SharePoint. All assets over \$5,000 received will have a unique tag attached and will be

recorded in the register. Once the asset tag number is generated the following details are recorded:

- Item ID
- Web requisition and/or purchase order number
- Item description
- Value
- Name of ordering department
- FOAPAL

The asset tracking log will be maintained by the Procurement Services.

2. Titles and deeds are maintained by the Office of General Counsel and Secretariat.
3. All financial records are maintained in the Finance office.

Disposal of Fixed Assets

5. Each department at TRU is responsible to review their equipment and materials. When equipment or goods are identified as being obsolete or worn out, the department needs to complete out the Disposal of Obsolete and Surplus Goods form found at https://www.tru.ca/purchasing/disposal_of_goods.html and forward to Procurement Services.