How to Complete the Capital Asset Tab in a Requisition for Non-Equipment:

The Requisition should be completed selecting the most appropriate commodity code for the item or service that is being purchased.

When the Requisition is calculated the object code will be defaulted and not editable by the initiator. Any line item where the object code is 9000 (Equipment) the capital asset tab must be completed.

If the item should not be classified as new moveable equipment because either:

1) The purchase is for a repair or replacement part
2) The purchase is for fixed equipment that will be permanently installed into a building

You should complete the capital asset tab as follows:

Capital Asset System Type: Individual Assets (or, if at least one of your Lines have been marked as components, choose “One System”)
Capital Asset System State: Modify Existing System
Click on “Select”

*Capital Asset Transaction Type: Modify Existing
*Add Asset Number: 572308 (UCOP Tag # 00000000000)
*Click on “Add”
(*NOTE: If more than one line item is capital, you will have to do this step for each line)

When the Requisition routes to Equipment Management for approval they will correct the object code (7100 for maintenance, 8082 for repair/replacement parts or 9700 fixed equipment).

Please be sure to include supporting notes as to why the item is not equipment.