



# Northeastern University

## *Office of the Controller*

### Automated Asset Disposition Form (ADF) Instructions

**Purpose:** It is critical that the University controls all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere at the University. By following these disposition guidelines, Northeastern will be able to more effectively manage its assets.

**Objective of Property Control:** The Property, Plant and Equipment function within the Controller's Office is responsible for maintaining accurate records for physical assets whose value is \$5,000 or more and has a useful life of one year or more. Our Policy on Asset Disposition summarizes procedures to ensure compliance with Federal Uniform Guidance, accounting industry standards, and accurate reporting of physical assets. As a recipient of Federal funds, Northeastern is required to conduct periodic inventories, provide financial accountability, ensure safeguards against loss, damage or theft, develop procedures to ensure proper asset maintenance, and follow proper disposal procedures.

**Capital Equipment:** Tangible non-expendable personal property including exempt property having a useful life of more than one year and a unit cost of \$5,000 or more.

#### **I. Instructions for completing ADF:**

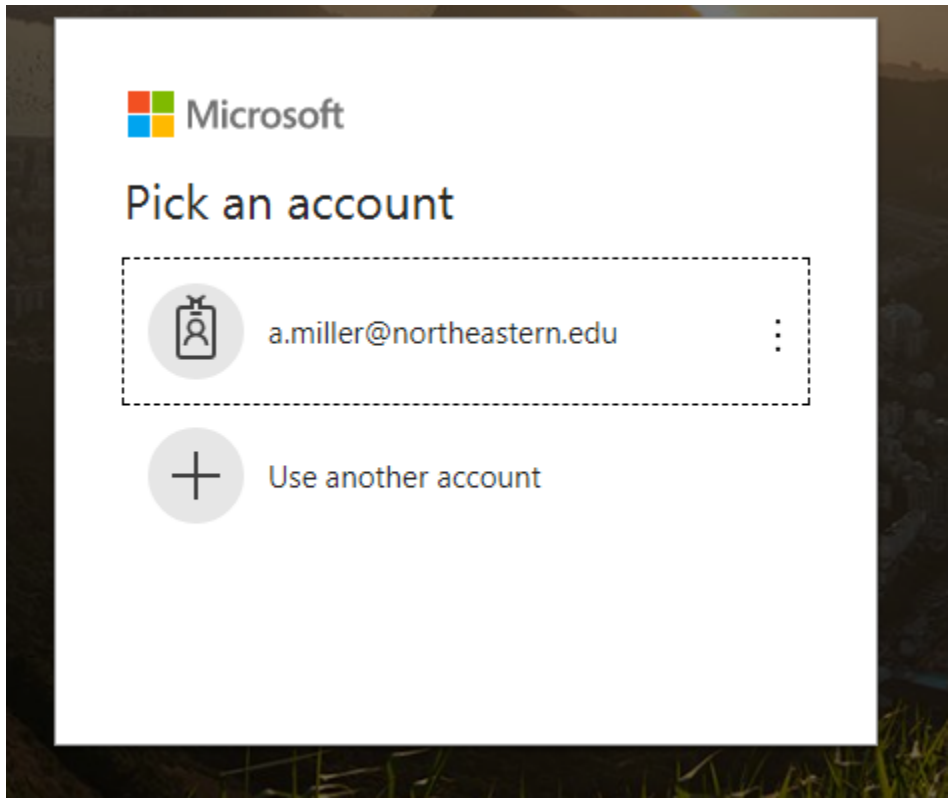
The **Asset Disposition Form (ADF)** **MUST** be completed for the following actions pertaining to University-owned property:

- a. Disposal/Recycling
- b. Selling
- c. Donating
- d. Transferring/Moving from one NU location to another
- e. Loaning to an outside entity
- f. Decommissioning Equipment

1) Access the form Using the following link:

[Northeastern University - SharePoint Automation - Asset Disposition Form](#)

2) You will then be required to enter you MyNEU credentials



### 3) Click on the “USERS” grey Block

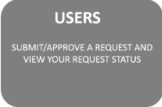
Northeastern SharePoint Home > Finance > Accounting Office



#### ASSET DISPOSITION

The Asset Disposition process was created to ensure proper disposal of University-owned property, whether capital or non-capital assets. It is critical the University control all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere in the University. By following these disposition guidelines, Northeastern will be able to more effectively manage its assets.

PLEASE NOTE: For those assets that are to be sold or donated, custodians of the asset are responsible for identifying vendors to donate or sell their assets to. As needed, members of the Procurement team can assist in determining a resale value. If you have any questions, please contact [accounting@northeastern.edu](mailto:accounting@northeastern.edu).



#### 4) Next click on “Submit a new request”

Northeastern SharePoint Home > Finance > Accounting Office



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Office of the Chief Financial Officer

### ASSET DISPOSITION REQUEST

[Submit a new request](#)

The screenshot displays three data tables in a web application interface. The top table, 'My Draft Journal Vouchers', has columns for Document Number, Status, Division, Fund Type, Total, and Transaction Date Suggested. The middle table, 'My Submitted Journal Vouchers', includes a 'Status' dropdown set to 'In-Progress', 'Start Date' (11/20/2022), and 'End Date' (1/19/2023) filters, along with the same column headers as the draft table. The bottom table, 'My Assigned Tasks', has columns for Activity Name, FOUO, Task Start Date, and Workflow Name. All tables currently show 'No items to display'.

#### 5) The form will automatically populate the following fields for the submitter:

- Date Submitted
- Submitted by
- Job title
- Email Address
- NUID
- Department

New Asset Disposition Form

The form contains the following fields and values:  
Date Submitted: 1/19/2023  
Job Title: Asst Controller  
Email: k.good@northeastern.edu  
Campus Address: Type a value  
NUID: 001688277  
Action Type: [Dropdown menu]  
Action Description: Type a value  
Submitted by: Good, Kyle (k.good@northeastern.edu)  
Phone: Type a value  
Department: Accounting Office  
Building: Select an item  
Floor: Select an item  
Room: Select an item  
Capital Asset:   
Electronic:   
    Electronic Without Phones/Tablets  
    Electronic With Phones/Tablets  
Contains an Item Bought From Federal Funds:

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#### 6) You will then need to choose an action from the Action Type \* drop menu. *Select the appropriate action.*

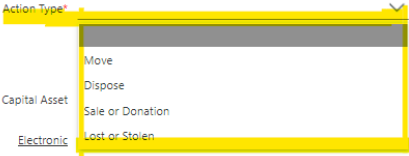
Date Submitted 1/19/2023

Job Title Asst Controller

Email \* kgood@northeastern.edu

Campus Address \* Type a value

NUID \* 001688277

Action Type\* 

Capital Asset

Electronic  Electronic Without Phones/Tablets  Electronic With Phones/Tablets

Submitted by Good, Kyle (k.good@northeastern.edu)

Phone \* Type a value

Department \* Accounting Office

Building \* Select an item

Floor \* Select an item


Room \* Select an item

Action Description \* Type a value

Contains an Item Bought From Federal Funds

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- 7) Use the **Action Description** to give a brief description of the action.
- 8) Check the **Capital Asset** Box if you believe the item is a capital asset. Capital assets have an original purchase price of \$5,000 or greater and has a useful life of more than one year.


Capital Asset  

Contains an Item Bought From Federal Funds

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- 9) Check the **Contains an Item Bought from Federal Funds** if federal funds were used to purchase the asset. This information will be verified by the Accounting Office and The Office of Research Administration and Finance.

Capital Asset

Contains an Item Bought From Federal Funds  

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**Note:** Both steps 8 and 9 will be validated by the Accounting Department.

- 10) Enter the relative information for your equipment:
- Equipment Name – Enter a Description of the Equipment
  - NU Tag Number – Enter tag information if one is affixed to your equipment
  - Serial Number – Enter Serial number if available

- Current Location – Enter the campus location of the equipment.  
 \*\*Be sure to include Building name and Room number
  - **NOTE:** This field is required in order to submit the form.

11) Check “Electronic” is the asset is a computer, monitor, phone/tablet, or any other electronic device.

Electronic

Electronic Without Phones/Tablets

Electronic With Phones/Tablets

Please note that only electronic items may be added when checking this box.

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12) Attach any supporting documentation – This will allow you to attach files.  
*Simply click on “Add”*

13) The form is now ready to be submitted – *Click on Submit*

## **II. To find where in the process your ADF form is:**

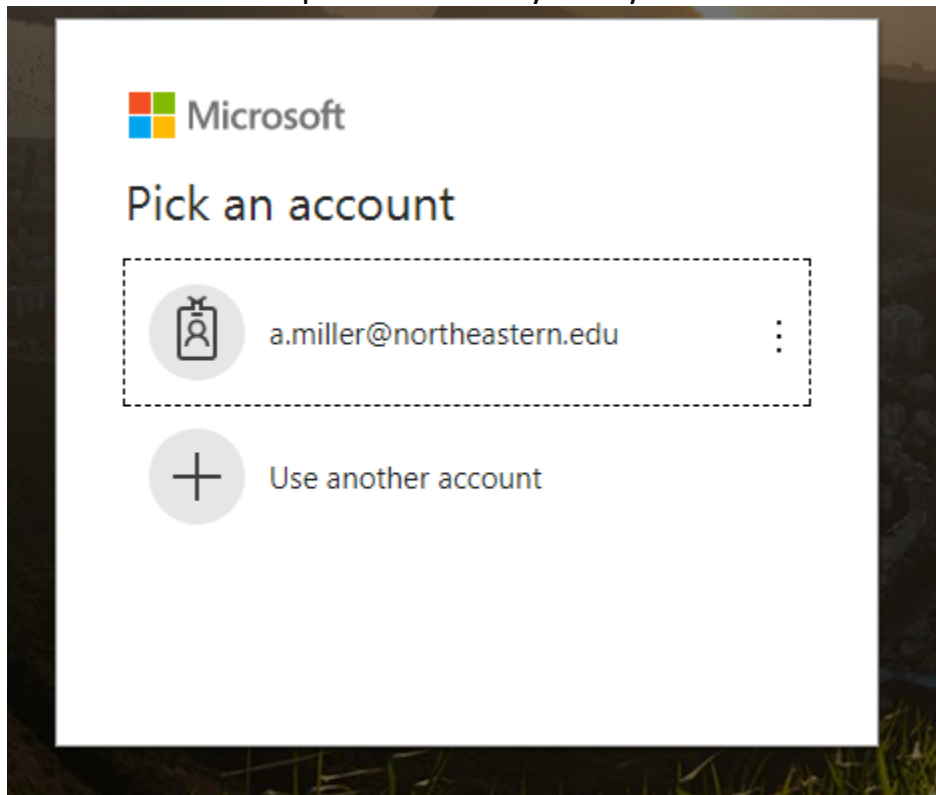
For your reference: at the end of this document are the workflows for your ADF based on the **Action Type** you selected (step #5 from above).

Once approvals and actions required have been completed you “the submitter” will receive an email notification

During the workflow you can track where your ADF is at any time as follows:

- 1) Access the form Using the following link:

2) You will then be required to enter you MyNEU credentials



3) Click on the “USERS” grey Block

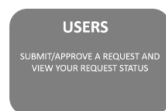
Northeastern SharePoint Home > Finance > Accounting Office



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4) This will bring you to a screen where you’ll see your ADF listed and provide you with the following information:

- Request ID: Is the form number
- Status: Which step/department your form is currently
- Date Submitted: Date which the form was originally submitted



## ASSET DISPOSITION REQUEST

**Submit a new request**

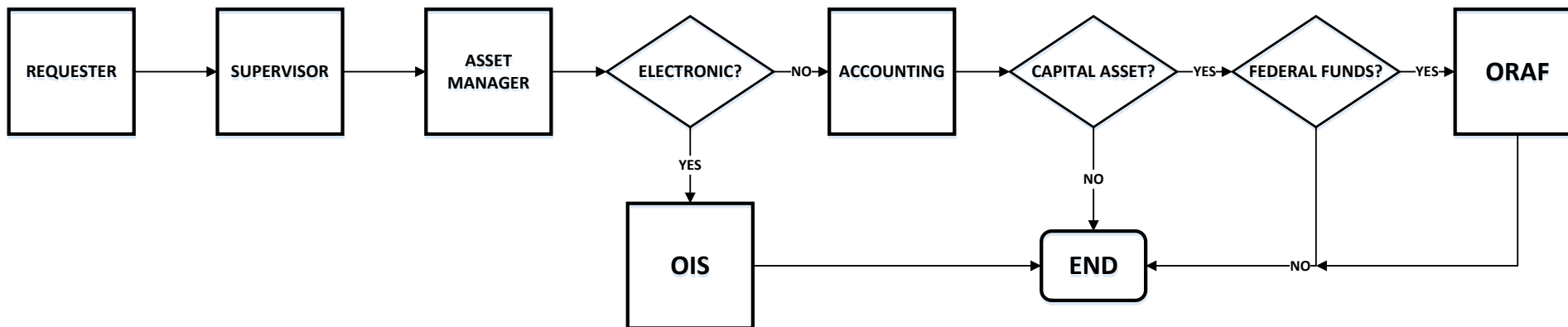
MY REQUESTS		
Request ID	Status	Date Submitted
<a href="#">ADR 82</a>	Facilities Task	1/18/2018
<a href="#">ADR 81</a>	Complete	12/19/2017
<a href="#">ADR 80</a>	ORAF Approval Task	12/19/2017

Below is a list of contacts by department based on the status of your form:

- Supervisor – This means your direct supervisor hasn't approved the form. Please contact them directly for any questions.
- Accounting Task – Please contact the Accounting Department via email at [accounting@northeastern.edu](mailto:accounting@northeastern.edu)
- ORAF Approval Task – Please contact the Alex Hui in the Office of Research Administration and Finance via email at [research\\_finance@northeastern.edu](mailto:research_finance@northeastern.edu)
- Procurement Task - Please contact the Victoria Rios in the Procurement Department via email at [procurement@northeastern.edu](mailto:procurement@northeastern.edu)
- Facilities Task - Please contact Susan Higgins in the Facilities Department via email at [recycle@northeastern.edu](mailto:recycle@northeastern.edu)

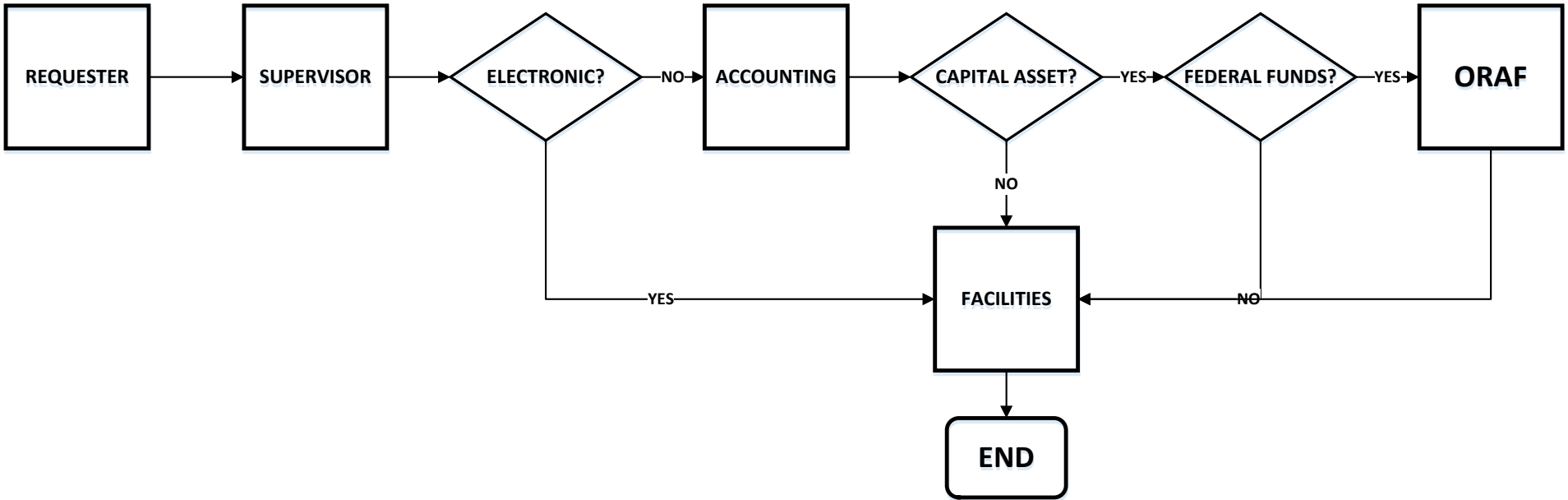
# WORKFLOWS

## Lost or Stolen





*Move & Dispose*



Sales or Donation

