



**University of South Carolina
Capital Asset Update Request Form**

Date

Initializing Department

Phone Number

Current Department Number

Initializing Dept Head Name (Printed)

Initializing Dept Head Signature

Asset #			
Current Tag #			
New Tag #			
New Description			
Serial Number			
New Custodian			
New Chartfield			
New Location			

Comments:

Send completed form to:
Asset Management Team, USC Controller's Office
PHYSINV@mailbox.sc.edu

**University of South Carolina
Capital Asset Update Request Form**

Instructions for the University of South Carolina Capital Asset Updated Request Form.

1. Fill in the date form is completed.
 2. Fill in the name of the department where the asset is currently assigned.
 3. Fill in the phone number of the individual in the current department that is initializing this form.
 4. Fill in the current department number where the asset is currently assigned.
 5. Fill in the name of the Department Head, Dean, or Vice President with the current department that will be signing off on this action.
 6. Obtain the signature of the Department Head, Dean, or Vice President with the current department for approval.
7. One form allows for updates on up to 3 assets. Please complete additional forms or attach an addendum with identical information from the form for updates to more than 3 assets. The Asset Update Form will be returned to your department if the appropriate areas have not been filled in.

a. Fill in the Asset # from the inventory listing. - **THIS FIELD IS NOT ABLE TO BE UPDATED**

b. Fill in OLD USC Tag # listed on item.

c. Fill in the NEW USC Tag # being updated.

Use these sections together in the event that a tag has fallen off and will no longer adhere to the asset or if it is no longer discernable.

If this is the initial tag, be sure to include photos of the asset as separate attachments, labeled with the Asset ID#. Please include one photo of the tag itself on the asset, and one photo of the inventory item for future identification. These will be stored in PeopleSoft for reference purposes.

d. Fill in the updated Asset Description that the department would prefer for Asset identification.

Use this section if the default Asset Description from the Purchase Order or Voucher does not effectively describe the asset for identification purposes.

e. Fill in Manufacturer Serial Number listed on item.

Use this section if the serial number was not automatically added from the Purchase Order or Voucher.

f. Fill in the name of the Custodian who will be responsible for the item internally for the Department or College.

Use this section for internal purposes only to assist in item identification during the annual inventory process.

PLEASE NOTE: Custodians are for departmental use only and will not update the Asset Manager for the Department or College with the Controller's Office. If the Asset Manager for the Department or College has changed, please contact PHYSINV@mailbox.sc.edu or the Asset Management Team in the Controller's Office directly to update PeopleSoft access.

g. Fill in the NEW charfield of the item.

Use this section if the item has been transferred internally within the Department or College. If the item has been transferred outside of the current Department or College, please use an [Asset Transfer Request Form](#) to process this change.

h. Fill in the room number the item will be inventoried in going forward.

Use this section if the item has been relocated, but remains the responsibility of the same Department or College. If the item has been transferred outside of the current Department or College, please use an Asset Transfer Request Form to process this change.

8. Please submit any comments related to asset updated as needed.

For Policy and Procedures refer to [FINA 5.00](#) (formerly BUSF 5.00)

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