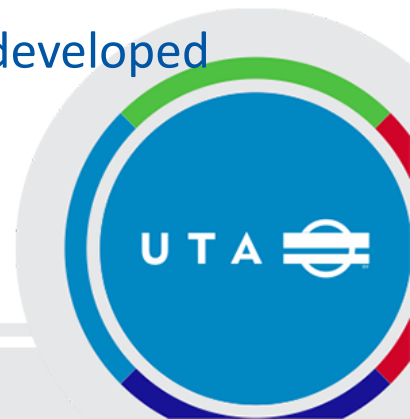


# UTA Policy – UTA.06.02 – Capital Asset



## Policy Key Points

- Addresses the UTA Financial Management Oversight Report findings related to internal control policies and procedures on fixed assets.
- Articulates roles and responsibilities for owning assets, recording required elements, reporting to the Federal Transit Agency and maintaining adequate records of fixed assets through entire lifecycle.
- Capital asset threshold has been updated to be consistent with similar agencies.
- Includes guidance regarding proper disposal of capital assets.
- Rescinds UTA Corporate Policy No. 3.1.12 – Capital Assets Policy which had varying capitalization thresholds, did not address disposals, and was formatted similar to an SOP.
- Additional SOPs, training materials, and other assistance have been and continue to be developed to support the implementation of this policy.



# SOPs and Tools to Support Policy

Green = Finished and/or Live  
 Orange = In process and/or testing  
 Red = Not yet created

SOP Documents	Training	ArcGIS
Capital Asset Creation	Capital Asset Training in LMS	Quality Assurance Audit Application
Capital Asset Reallocation	Asset Master Data Administration SharePoint Page	Biennial Inventory Application
Capital Asset Disposal	Laserfiche Form PDF Instructions for Live Forms	
Capital Asset Write-Off	Job Duties and Instruction Documents for each Capital Asset Controls Job Title	
Biennial Inventory	Biennial Inventory	



# SOPs and Tools to Support Policy

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Flowcharts		Laserfiche Forms	
General Capital Asset Creation	Real Estate Capital Asset Disposal	General Capital Asset Creation	General Capital Asset Disposal
Real Estate Capital Asset Creation	Auction Process	Real Estate Capital Asset Creation	Vehicle Capital Asset Disposal
Rail Infrastructure Capital Asset Creation	Donation Process	Rail Infrastructure Capital Asset Creation and Disposal	Real Estate Capital Asset Disposal
Capital Asset Reallocation	FTA Disposal Communication	Capital Asset Reallocation	Capital Asset Write-Off
General Capital Asset Disposal	Capital Asset Write-Off		
Vehicle Capital Asset Disposal	Titling and Plating		



# Questions?



# Recommended Action

## (by acclamation)

Motion to approve UTA Policy – UTA.06.02  
– Capital Asset, as presented

