

**Rensselaer Polytechnic Institute**

**Equipment Capitalization Decision Checklist - Please complete the section applicable to your purchase. If not qualified for capitalization, please expense item.**

<b>Section I - Initial Acquisition and Fabrication</b>				
		YES	NO	If 1 or 2 YES and 3 YES, Capitalize
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	

When the purchase relates to a fabrication (all cost of constructing the unit of property for its intended purpose) or multiple pieces of equipment constituting a unit of property (ie. system), please contact Property Administration to obtain an equipment tag # prior to requisitioning . Please indicate in the block below a brief description of the asset, the tag number, and attach a copy of the checklist to the requisition

<b>Section II - Component Parts</b>				
		YES	NO	If 1 & 2 YES and 3, 4, or 5 is YES, Capitalize
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	

Please check one of the box 3 - 5 above and provide a brief description supporting the nature of the material improvement in the box below, indicate the tag # and attach a copy of the checklist to the requisition

<b>Section III - Refurbishment / Restoration</b>				
		YES	NO	If 1, 2 & 3 YES, Capitalize
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	

Please contact Mike Kazcor at ext 6772 or Bill Daley at ext 6166 to obtain the asset useful life midpoint, reference the asset tag number, a brief description of the material investment to refurbish or restored and attach a copy of the checklist to the requisition

Describe the basis for capitalization

Type of Asset Addition  
 Acquisition  
 Component - Material Betterment  
 Component - Significant Adaptation  
 Component - Material Condition / Defect  
 Restoration

If you have any questions regarding the process or determination for capitalization, please contact Bill Daley ext. 6166 or John Kalbacher ext. 6788