**Useful information**

Standalone assets – 5203(Capital Equipment)

New assets under construction – 5191 (Capital Projects)

PO – Purchase Order

CIP – Construction in progress

AUC – Assets under Construction

AUCC – Assets under the course of construction

5191 – Project CIP – Clearing account (AUC Projects)

5203 – Asset clearing (Standalone assets)

Resource – Expense

PA (Project Accounting)

GL (General Ledger)

Capital Management team – Fixed asset team

Non-Current Asset – Fixed Asset

DIS – Date in service – This is the date the asset is **ready** and **available** for use. Not the date the asset is actually used for the 1st time.

EDIS – Estimated date in service (for an AUC)

DISPOSALS - Notify Capital Management Team with authorised electronic paperwork. Once approved by Finance the disposal from site can begin. Different values have different rules.

LOANS - Where STFC loan equipment to a third party then the proper paperwork needs to be completed (L&C Dept) prior to the item(s) leaving site.

GIFTING - Very limited delegated authority for gifting assets. Requires BEIS approval so need a strong case. Justification to Finance. If approved, a Deed of Gift is raised.

ASSET TRANSFERS - Notify Capital Management Team within 10 days of any changes to location and/or Asset Holder so that we can maintain an accurate FAR. There is a form!.

DONATED ASSETS - Recorded on the FAR if their value to purchase would be >£10k. Please advise the Capital Management Team if you have or expect to receive any donated assets.

REPLACEMENT ASSETS - Classed as capital. What it replaces needs to be retired from the FAR so Disposal Form please.

SALE / TRADE-IN - Disposal Form and sales invoice required. Removed from FAR once cash received or new item arrives if trade-in. Proceeds go to Finance not the Individual Departments.