



September 2, 2015

TO: Texas A&M AgriLife Property Officers

SUBJECT: Change in Controlled Asset Purchased with Payment Card – No More Q-Docs

*Please forward to appropriate staff.*

Beginning with FY 2016, the process for creating controlled fixed assets purchased with the Payment card is changing. You will no longer create the Q-Doc.

Please follow the following steps for creating Preliminary Fixed Assets for Payment Card purchases of Controlled Assets:

#### **Purchasing Card Purchases of Inventory Items**

Reminder: The single transaction limit for inventory or capital items is \$5,000.00 and the item cost cannot be split between transactions. Also, if the item exceeds this amount, then the payment card cannot be utilized for the purchase. Therefore, **capital equipment**, having a threshold of \$5,000.00, **may not be purchased** with the Payment Card.

#### ***Preliminary Fixed Assets for Payment Card purchases***

The Preliminary Fixed Asset may be built in FAMIS or Canopy by:

##### Canopy

- Creating a Non-Purchasing Preliminary Asset
- Update the Asset Data
- Mark asset with assigned number

##### FAMIS

- Screen 360 select option 4-Create Non-Purchasing Preliminary Asset
- Complete the Preliminary Fixed Asset Screens (360-362)
- Mark asset with assigned number

**Getting the asset approved**-Once you have followed the above procedures and an asset number is assigned, AgriLife Property Management needs the following information and documentation to approve the asset:

- Document number and asset number** assigned in Canopy or FAMIS
- Copy of the **Receipt**

These items are to be sent to the AgriLife Property Management Office MS 2147, or emailed to Jared Kotch, AgriLife Inventory and Property Control Coordinator, at [jared.kotch@ag.tamu.edu](mailto:jared.kotch@ag.tamu.edu), or Sharon Gillespie, Financial Specialist III, at [skgillespie@ag.tamu.edu](mailto:skgillespie@ag.tamu.edu).

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