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, or Sharon Gillespie, Financial Specialist III, at skgillespie@ag.tamu.edu.

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