



PURCHASE REQUISITION CHANGE UPDATE

Greetings,

The WyoCloud Team wanted to send a change update that will require users to fill out additional fields in a purchase requisition for capital equipment assets **effective for requisitions created beginning Monday, April 1st**. *The University defines capital equipment assets as any individual item which has a per-unit acquisition or fabrication/construction cost of \$5,000 or more, is movable (not permanently affixed to a building), and has a useful life of at least five (5) years.*

Within the delivery area of a requisition line, the below **three fields would need to be completed** if the requisition is for the purchase of a capital equipment asset:

Asset Owner – An individual active in HCM that is not a student or retiree. Owner can be any faculty or staff member who is primarily responsible for the asset (i.e., if someone is looking for the asset, who could they contact?).

Asset Building – This is a drop down/search selection to select the building name or address applicable to the asset location.

Asset Room/Location – Describe where the asset will be housed (i.e., if one were to look for the asset, where could they find it?). This could be a room number within a building (ex. Room 402), type of location (Hallway East End of Second Floor), or name of location (Sheep Shed).

Delivery

* Requester Last Name, First Name

Urgent No

Requested Delivery Date 4/2/2019

* Deliver-to Location Old Main

Deliver-to Address 16 & Gibbon, Old Main, LARAMIE, WY 82071, UNITED STATES

Asset Owner

Asset Building

Asset Room/Location

All capital equipment asset purchases must be placed on institutional inventory records regardless of their funding source(s) or ownership title (Federal, State, University or other). If the three fields are **NOT** completed during the requisition process, the requisition will be **denied** when it is reviewed by the Asset Management department and will need to be completed and submitted through the approval workflow again.

The quick reference guides will be updated to reflect this change. If you have any questions on capital equipment assets, please contact the Asset Management department at 766-2302 or property@uwyo.edu.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
Email: wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu

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