



Temple University
A Commonwealth University

Controllers Office
Cost & Property Accounting
Component Capitalization Form

1107 WACHMAN HALL
VOICE (215) 204-7199
FAX (215) 204-4500
MURPHYM@MAIL.IS.TEMPLE.EDU
WWW.TEMPLE.EDU/PROPERTY

Policy

Individual assets that are less than the University capitalization threshold of 2,500.⁰⁰ and separately purchased on multiple purchase orders can be specifically identified and collectively aggregated together to be recorded as a single asset onto the capital (FMA) asset file and there by reflected on the appropriate cost center.

Procedures

In order to accomplish this, the following steps are to be completed:

1. Description of the asset.
2. Identify components & attach supporting documentation.
3. Submit package to Cost & Property.

The detail necessary must include cost center transactional copies indicating the costs that are associated with the project.

Property accounting will review the detailed package and perform all corrective action necessary to consolidate existing FMA records. The new asset shall be renamed according to the description as defined below by the PI. Journals will be processed to transfer cost to the appropriate account number. This account transfer will correct all indirect cost calculations.

1.) Description of asset:

2.) FMS transactions that make up the asset:

	Account#	Center#	FMS period	PO Number	Amount \$\$	Ref #	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Total \$ _____

For each transaction above please reference the photocopied supporting documentation.

3.) Send package to Property Accounting, Wachman Hall Room #1107.