

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

College owned fixed assets must be adequately safeguarded. Therefore, all changes in the assets must be monitored and properly documented in order to maintain accurate accounting records. In accordance with this goal, assets that are determined to no longer be useful may be disassembled, provided proper approval is acquired before cannibalization.

Proper approval to disassemble assets that are determined to no longer be useful can be obtained with an “Authorization to Disassemble” form (Attachment 1).

Authority

Vice President for Business and Finance

Responsibility

All Asset Custodians

Director of Accounting

Executive Director of Information Systems (for computer requests only)

Procedure

Complete the Authorization to Disassemble form (Attachment 1):

1. The person originating the request to disassemble an asset should print their name, phone extension, mail station and the date of the request at the top of the form. This will be the person contacted if any questions arise.
2. For each asset, note the CCM tag number, description (preferable as it appears on the annual inventory list), date acquired, original cost, and reason for the request and planned use of the disassembled parts. The reason for the request should identify the problem with the asset which justifies the request to disassemble (i.e. broken CD drive, out dated – 5 years old, etc.), and the planned use of the disassembled parts should identify why the disassembly is needed (i.e. spare parts, instructional).

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3. The department head or divisional dean must approve the request. Please maintain a copy until the annual inventory is completed and **forward the original** to the appropriate divisional vice president or executive director.
4. The divisional vice president or executive director must approve the request.
 - a. For computer request, **forward the original** to the Executive Director of Information Systems, 675 Route 10. Once approved by the Executive Director of Information Systems, please **forward the original** to the Vice President for Business and Finance, HH201.
 - b. For all other requests, please **forward the original** to the Vice President for Business and Finance, HH201.
5. Once approved by the Vice President for Business and Finance, please **return the original** to the originator, using the mail station identified at the top of the form.
6. Once disassembled, the department head or division dean must acknowledge such by recording the date of disassembly and signing the form. Please maintain a copy until the annual inventory is completed (replace the previous copy of the request) and **forward the original** to the Accounting Department at HH210.
7. Once received in the Accounting Department, the Accounting Assistant III will record the disposal in the fixed asset subsidiary, as of the disassembly date recorded on the form. The Accounting Assistant III will record their initials and the date the change was made in the system on the form and file the original form in the current year's disposal folder.



AUTHORIZATION TO DISASSEMBLE

For instructions on the use of this form, please see policy #03.06

 Originator's Name (Please Print) Phone Extension Mail Station Date

Tag Number	Description	Date Acquired	Original Cost	Reason for Request & Use of Disassembled Parts
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

Approvals (Once approved, please make a copy for your records and forward the original to the next approver, in the order identified below):

 Department Head/Division Dean Date

 Divisional Vice President/Executive Director Date

 Executive Director of Information Systems (For Computer Requests Only) Date

 Vice President for Business and Finance Date

Confirmation of Disassembly (To be completed AFTER approval from the Vice President for Business and Finance):
 (Once disassembled, please make a copy for your records and forward the original to the Accounting Department in HH119.)

 Date Disassembled Department Head/Division Dean Date

Accounting Department:

 Entered into Fixed Asset Subsidiary Date Entered

PLEASE FORWARD ORIGINAL THROUGH PROCESS. THE ORIGINAL MUST BE THE DOCUMENT MAINTAINED IN THE ACCOUNTING DEPARTMENT. MAKE PHOTO COPIES FOR YOUR RECORDS.