

# UTSA Financial Affairs

## Construction in Progress Transfer Request Form

Used to request the transfer of asset to appropriate asset class in the University's financial accounting system.

Project Name:
OFPC Project Number (If applicable):
UTSA Project Manager:
OFPC Project Manager (If applicable):
Request Date:

### GUIDELINES FOR TRANSFERRING CONSTRUCTION IN PROGRESS TO AN ASSET CLASS

Construction in progress assets are capitalized to the appropriate capital asset categories at the earliest occurrence of:

- Execution of substantial completion contract documents,
- Occupancy, or
- When the asset is placed in service

### OFPC PROJECTS

Please indicate which criteria has been met for capitalization			
Criteria	Yes	No	Support
Execution of substantial completion contract documents?			Date of substantial completion: <b>Please attach substantial completion documents.</b>
Beneficial occupancy?			Department Name: Location:
Asset is placed in service?			Date placed in service:

### INSTITUTIONAL PROJECTS

Please indicate which criteria has been met for capitalization			
Criteria	Yes	No	Support
Substantial completion?			Date of substantial completion:
Asset is placed in service?			Date placed in service:
<b>Comments</b>			

Responsible Parties	Signature	Date		
Project Manager Name:				
	Signature	Date	Approved	Denied
Associate VP Facilities (If OFPC Project) Name:				

**Submission Instructions:** Once the form is completed and signed then send the form by email to the Accounting Office.