Reset form

THE UNIVERSITY OF TEXAS AT SAN ANTONIO™

CONSTRUCTION IN PROGRESS TRANSFER REQUEST FORM

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:
a. Execution of substantial completion contract documents,
b. Occupancy, or
c. 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 : ***Please attach substantial completion documents.***
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:

Comments _____

_____

_____

Approvals

Project Manager:	_____	_____	_____
	Print Name	**Signature**	**Date**
Associate VP Facilities (If OFPC Project):	_____	_____	_____
	Print Name	**Signature**	**Date**

Send completed form to Accounting Services

Print form