

USER'S GUIDE- ASSET MANAGEMENT DOCUSIGN FORMS

OVERVIEW

This user guide will help navigate the process for completing Asset Management DocuSign forms.

PROCESS OVERVIEW

When the DocuSign form opens, complete the name and email address of each signer/approver that appears. As different forms require different approvals, the input boxes will vary by form. Some examples include:

PROPERTY MANAGER - For the department completing the form

Property Manager

Your Name: *

Your Email: *

PROPERTY CUSTODIAN - For the department completing the form

Property Custodian

Name:

Email:

SRA COORDINATOR - Must be completed for all assets within **Funds 520-570**. Enter the SRA Coordinator responsible for your department. (Coordinators and their department ranges can be found at <https://www.research.fsu.edu/research-offices/sra/staff-assignments/post-award-staff-assignments/>)

Your Department's SRA Coordinator

Name:

Email:

DDDH - The department's Dean, Director, or Department Head

DDDH

Name:

Email:

After completing the first page, select **Begin Signing**. Next, fill in all applicable sections. Note that the **RED** highlighted areas are required. Select **FINISH** when done. You must complete, sign, and submit the form in Docusign for it be moved along to other signers.

FSU | CONTROLLER'S OFFICE
FINANCE & ADMINISTRATION

CAPITAL PROPERTY CHANGE FORM

Asset Management
COSA University Center
Tallahassee, FL 32306
CU-AssetManagement@fsu.edu

Dept Contact: Dept Name: Project ID:

Phone #: Fund Code: Date:

Note 1: This form is required to account for the transfer of capital property items (cost of at least \$5,000) and ALL vehicles. Transfers of all other property items can be approved and coordinated by departmental Property Managers and DO NOT need to run through Accounting & Property Services. For "transfer" of property to Surplus, please complete the Accountability Release Form.
Note 2: For assistance with the physical movement of items, please submit a work order through Facilities. If you cannot find your information in the system, please contact the Office of Planning & Space Management (FSU Facilities).

Purpose of Transfer:

Transferring From DeptID: Transferring From Fund: Transferring To DeptID: Transferring to Fund:

Property Description	Tag #	Building #	Room #	Project ID	New Tag# - Asset Mgmt Use Only	Building #	Room #	Project ID

If additional lines are needed, please use the Property Change Form Addendum.

Transferring (Out) Department Property Manager
I hereby authorize the above changes for the property listed on this form.

Signature:

Transferring (In) Department Property Manager
I hereby authorize acknowledge the receipt of the property listed

Signature:

END