

# CAPITAL ASSET RETIREMENT REQUEST

## MACHINERY & EQUIPMENT



Please read the attached instructions carefully before completing this form. One form should be completed for each asset. Submit this form and other required supporting documentation listed in the instructions to [AGAsset.Management@tn.gov](mailto:AGAsset.Management@tn.gov).

All fields below are required. Enter N/A if not applicable. Hover cursor over each field for further details.

Retirement Method		Date of Retirement	Business Unit	Total Asset Acquisition Cost
Asset ID	Tag #		Serial ID or VIN #	

**By signing below, I certify that the information above is true and accurate to the best of my knowledge.**

**PREPARER:**

*Preparer Printed Name* \_\_\_\_\_ *Date* \_\_\_\_\_

*Preparer Email Address* \_\_\_\_\_ *Preparer Signature* \_\_\_\_\_

**PROPERTY OFFICER:**

*Property Officer Printed Name* \_\_\_\_\_ *Date* \_\_\_\_\_

*Property Officer Email Address* \_\_\_\_\_ *Property Officer Signature* \_\_\_\_\_

**FISCAL OFFICER:**

*Fiscal Officer Printed Name* \_\_\_\_\_ *Date* \_\_\_\_\_

*Fiscal Officer Email Address* \_\_\_\_\_ *Fiscal Officer Signature* \_\_\_\_\_

# INSTRUCTIONS FOR CAPITAL ASSET RETIREMENT REQUEST MACHINERY & EQUIPMENT

Submit the completed form  
and other required  
documentation to  
[AGAsset.Management@tn.gov](mailto:AGAsset.Management@tn.gov)

## Purpose

Tennessee Code Annotated, 4-3-1007 states that the department of finance and administration is required to supervise, regulate, and keep current the making of an inventory of all removable equipment and other movable property belonging to the state government. The State of Tennessee Capital Asset Guide states that machinery and equipment with an acquisition cost greater than or equal to \$5,000 and an estimated useful life of three years or more must be capitalized and tagged. To maintain current and accurate information of the capital assets tracked in the Edison Asset Module, agencies must complete this form to request to retire a capital asset, related to machinery and equipment, that is no longer in the possession of the owning business unit and is outside the purview of the Department of General Services Warehousing and Distribution (Surplus).

## When To Complete This Form

Please complete this form immediately if your agency has identified any machinery and equipment as noted above. One form should be completed for each capital asset needing retirement in the Edison Asset Module.

## Retirement Method:

Please note the following descriptions to select the appropriate retirement method. Supporting documentation as described under each reason should also be noted and should accompany the form during submission.

### 1. MISSING/LOST:

Select this retirement method if a capital asset is missing/lost.

*-Other documentation required to be submitted with this form:* Comptroller report (required by TCA 8-19-501), includes unauthorized disposal of equipment

### 2. THEFT:

Select this retirement method if a capital asset is stolen.

*-Other documentation required to be submitted with this form:* Comptroller report (required by TCA 8-19-501); and, filed police report

### 3. SCRAPPED:

Select this retirement method if the capital asset's retirement is not related to the actual disposal of machinery and equipment:

A. When a piece of equipment has been tagged in error

B. When a piece of equipment has been returned to the supplier through a warranty replacement program

*-Other documentation required to be submitted with this form:* an explanatory memorandum signed by the agency property officer, return shipping documentation, acknowledgement of receipt from the supplier, and any other relevant documentation pertaining to the retirement request, including but not limited to, documentation required by department specific policies pertaining to machinery and equipment

### 4. CASUALTY:

Select this retirement method if a capital asset is rendered inoperable or missing due to casualty.

*-Other documentation required to be submitted with this form:* Comptroller report (required by TCA 8-19-501); and, filed casualty loss report

### 5. DONATION TO EXTERNAL GROUP:

Select this retirement method if a capital asset is donated to an external group.

*-Other documentation required to be submitted with this form:* Explanatory memorandum signed by the Departmental Property Officer (includes equipment retirements necessitated as a result of specific TCA authorized disposition methods that are not required to be processed through the DGS Warehousing and Distribution Division).

For other fields not described above, hover cursor over each field for further details.