
Information Maintained in Capital Asset Register

A Capital Asset register will be maintained under the supervision by the Procurement department and New Brunswick Community College (NBCC) will record and retain for each capital asset, as a minimum:

- a) Vendor name and vendor number, where applicable;
- b) Original cost (historical) or assigned value;
- c) Related cost sharing and/or recoveries;
- d) Acquisition (completion) date;
- e) Method of acquisition (i.e. purchased, self-constructed, transfer, donated or leased);
- f) Payroll, related payroll benefits and travel costs of employees who devoted time to the asset pre-acquisition and/or acquisition/construction stage activities;
- g) Description and unit identification, including serial numbers, or for land and buildings - PID;
- h) Warranty information;
- i) Property tag or bar code if applicable;
- j) Location of item;
- k) Custodial responsibility for moveable assets;
- l) Estimated useful life;
- m) Amortization method and estimated residual value, if applicable;
- n) Annual amortization;
- o) Accumulated amortization;
- p) Write downs and write-offs;
- q) Net book value;
- r) Date of disposal;
- s) Reason for disposal (i.e. obsolete, surplus item, write-off);
- t) Method of disposal (i.e. transferred, sold, donated, destroyed, lost, stolen); and
- u) Proceeds of disposal.