

CAPITAL ASSET REINSTATEMENT REQUEST

MACHINERY & EQUIPMENT



Please read the attached instructions carefully before completing this form. One form should be completed for each asset. Submit this form to AGAsset.Management@tn.gov.

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

Original Retirement Method	Explanation		
Business Unit	Tag #	Asset ID	Serial ID or VIN #

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

PREPARER:

<i>Preparer Printed Name</i>	<i>Date</i>
<i>Preparer Email Address</i>	<i>Preparer Signature</i>

PROPERTY OFFICER:

<i>Property Officer Printed Name</i>	<i>Date</i>
<i>Property Officer Email Address</i>	<i>Property Officer Signature</i>

FISCAL OFFICER:

<i>Fiscal Officer Printed Name</i>	<i>Date</i>
<i>Fiscal Officer Email Address</i>	<i>Fiscal Officer Signature</i>

INSTRUCTIONS FOR CAPITAL ASSET REINSTATEMENT REQUEST MACHINERY & EQUIPMENT

Submit the completed form
and other required
documentation to
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 that a currently disposed capital asset related to machinery and equipment should be reinstated.

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 reinstatement in the Edison Asset Module.