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## **Capital Asset Management Policy**

The City University of New York requires that all colleges, along with their respective departments and units, acquire, record, inventory, and dispose of capital assets in strict adherence to the guidelines set forth in the CUNY Capital Asset Management Policy. To ensure compliance with these requirements, York College must follow the outlined procedures for tagging, transferring, and disposing of assets.

### **Asset Tagging:**

Upon receipt of an item by Central Receiving, the receiving department/user will be notified of its delivery.

- **High-value items:** Any asset with a purchase price of \$5,000 or more must be tagged by the Property Coordinator before it is delivered to the respective department. This is essential for accurate tracking and inventory control.
- **Sensitive items:** Additionally, certain items with a purchase price of less than \$5,000 but classified as “sensitive” to theft—such as laptops, tablets, desktops, audiovisual equipment, and similar high-risk items—must also be tagged for inventory management purposes. These items require extra attention due to their potential for theft or misuse.

To schedule tagging of any asset please contact Dimitrina Kehaian, Property Coordinator, at 718-262-2916 or via email at [dkehaian901@york.cuny.edu](mailto:dkehaian901@york.cuny.edu) and [propertycontrol@york.cuny.edu](mailto:propertycontrol@york.cuny.edu).

### **Asset Transfer:**

To initiate an asset transfer, please complete and submit the **attached Property Control Form**. This form must be filled out in its entirety, including all relevant approvals, to ensure that the transfer is accurately recorded and processed in compliance with CUNY’s asset management policies.

### **Asset Disposal:**

For asset disposal, the **attached Property Control Form** must also be completed. The form must include the signature of the requesting department, as well as the following additional signatures:

- **IT Department:** Required for the disposal of IT assets such as computers, laptops, or other electronic equipment.
- **Buildings and Grounds Department:** Required for the disposal of non-IT assets, including furniture, fixtures, and other physical items.

### **Other type of Disposal:**

- For all other types of property disposition, such as loss, donation, or any other special circumstances, please contact the Property Management Unit directly at [propertycontrol@york.cuny.edu](mailto:propertycontrol@york.cuny.edu) for further instructions.

Strict adherence to the CUNY Asset Management Policy is critical to ensure the accurate recording, tracking, and management of both capital and sensitive assets. By following these procedures, York College helps maintain proper asset control, prevent asset mismanagement, and ensure compliance with CUNY's comprehensive asset management guidelines.

Your cooperation is essential in upholding the standards set by CUNY, ensuring that all assets are appropriately tagged, transferred, and disposed of in accordance with the established policies.

Please let us know if you have any questions or need additional information.

Best Regards,

**Ajisa Dervisevic**, Assistant Vice President, Planning and Budget

CC: **Ed Rios**, Vice President for Finance & Administration and Chief Financial Officer/Chief Facilities Officer