



Form 4209 FR.04

Request for Capitalization of MEI Composite Assets and Accessories

Revised 6/29/2021

Instructions:

- Please fill out all the fields below to request capitalization for purchases under the University capitalization threshold of \$5,000.
- To be considered for capitalization, composite assets combined costs must total \$5,000 or greater.
- To be considered for capitalization, any accessory charges under \$5,000 must indicate the associated MEI tag number below.
- All referenced invoices must be attached.

Definitions:

- **MEI Capitalized Asset** – A piece of equipment with a unit cost of \$5,000 or greater, which is not fixed to a building or expendable, and has a useful life greater than one year.
- **Composite Asset** – A capitalized asset created at initial purchase comprised of multiple charges under the capitalization threshold of \$5,000.
- **MEI Accessory** – An additional add-on or attachment to an existing MEI capitalized asset which is not expendable and is needed for the operation of the asset.

This request is for: Composite Asset ☐ MEI Accessory ☐ Reclass spend category only ☐

Line #	Invoice # (must be attached)	Charging Instructions		P.O. #	Department	Unit	Cost
1		Yale Designated					
		Grant					
		Gift					
		Cost Center					
		Project					
		Spend/Revenue Category					
2		Yale Designated					
		Grant					
		Gift					
		Cost Center					
		Project					
		Spend/Revenue Category					
3		Yale Designated					
		Grant					
		Gift					
		Cost Center					
		Project					
		Spend/Revenue Category					

Line #	Invoice Date	Description	Issued To	Location	Requester Name	MEI Asset Identifier / Tag #
1						
2						
3						

Proposed By:

Department Administrator: _____

Date: _____

Approved By:Manager, Moveable
Equipment Inventory: _____

Date: _____

Please forward the completed form and/or questions to the Controller's Office via email to mei.admin@yale.edu & keep the original for your records.