COLORADO DEPARTMENT OF TRANSPORTATION

CAPITAL EQUIPMENT ACCOUNTABILITY RECORD

INSTRUCTIONS

- 1) Report all Office of Transportation Safety (OTS) contract purchased Capital Equipment on this form. Capital Equipment is defined as nonexpendable personal property purchased with a unit cost of \$5000 or more and having a useful of more than one year.
- 2) Complete this form, retain a copy for your record and send original to: Colorado Department of Transportation, Office of Transportation Safety, 4201 E. Arkansas Ave., Denver, CO 80222.
- 3) See current Contract Management Manual for Capital Equipment requirements.
- When equipment is no longer used for the purpose for which it was acquired, request disposition instructions in writing from OTS using CDOT Form #1129.

Project #	Co	Contract period			
				to)
Agency name					
Agency address					
Item description & model number (include brand name)	Manufacturers serial # (if no serial # use organizational inventory #)	Date recieved from vendor	Original cost (include accessories, installation and shipping)	% OTS funded	Equipment location (include building & room number)
I certify the equipment listed above for the agreed traffic safety activitie	es.				
I declare under penalty of perjury in made on this document are true and				or federal	laws, that the statements
Signature of contract director					Date
Pre	vious editions are ob	solete and ma	v not be used		CDOT Form #1130 6/09