

# Indiana University

## Certificate of Substantial Completion for Projects Not Constructed on a 90\* Account

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Construction projects are set up as construction in progress; and hence, are not depreciated until the asset is placed in service. The purpose of this form is to notify Capital Asset Management of the completion status of a construction project not constructed on a 90\* account so it is depreciated appropriately. This form needs to be returned to Capital Asset Management no later than **May 15<sup>th</sup>** of the current fiscal year.

Organization name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Project name and location: \_\_\_\_\_

Contractor name and information: \_\_\_\_\_

Detailed project description (Please explain what type of work was performed):

\_\_\_\_\_  
\_\_\_\_\_

If part of this project is on a 90\* account, please provide the 90\* account number: \_\_\_\_\_

*Definition substantial completion: When the construction of an asset is sufficiently complete so the Owner can utilize the work or designated portion thereof for the use for which it is intended.*

*Definition of In Service Date: The date the asset was first occupied or used for its intended purpose.*

**Please check which of the following statements is correct in regards to the above construction project:**

\_\_\_\_\_ I certify that the construction project has been reviewed and found to be substantially complete and is being used, or will be used, for its intended purpose within the current fiscal year. The (anticipated) date this asset will be placed in service within this fiscal year is \_\_\_\_\_.

\_\_\_\_\_ I certify that the project is still under construction and is not being used for its intended purpose. I also certify that the project is not expected to be placed in service during the current fiscal year. The anticipated date this asset will be placed in service, if known, is \_\_\_\_\_.

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

**Return to: Joy Maddox, Capital Asset Management, Poplars 438, Bloomington**