

CWIP Activity Manager NF 37-6 Checklist

CWIP Activity Title/Description of Asset: _____

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|---|------------|----|
| 1. Is the most recent NF-37-6 form being used (updated 11/2019)? | YES | NO |
| 2. Has the "From" block been completed? | YES | NO |
| 3. Has the "CWIP Activity#" block been completed? | YES | NO |
| 4. Has a description of the asset been provided? | YES | NO |
| 5. Has the Personal Property Barcode/Real Property ID been provided? | YES | NO |
| 6. Is the Beneficial Occupancy Date (BOD) and/or Acceptance Date listed? | YES | NO |
| 7. Has the "Type of Asset" been selected? | YES | NO |
| 8. Has the "Expected Useful Life of Asset (in years) been provided? | YES | NO |
| 8A. If necessary, has support been provided to override the FSC default useful life? | YES | NO |
| 9. Have the appropriate box(s) been checked to identify this NF 37-6 as an Initial, Revised, or Final NF 37-6? | YES | NO |
| 10. Has the "Total Costs Capitalized on Prior NF 37-6(s)" been provided? | YES
N/A | NO |
| 11. Are amounts shown by fund code, program code, and project <u>and</u> task code? | YES | NO |
| 12. Are Obligating Document Numbers listed? | YES | NO |
| 13. Is a valid depreciation Project, Task, and Org code shown? | YES | NO |
| 14. Has the CWIP documentation file been reviewed to ensure evidence is available to support the following: | | |
| 14A. All costs listed on the NF 37-6? | YES | NO |
| 14B. The PIS/BOD date of the asset? | YES | NO |
| 15. Does the NF 37-6 include any CWIP activity being donated from non-federal sources, if applicable? | YES | NO |
| 15A. If "Yes", has the FO-Financial Policy and Compliance Division (FPCD) been contacted to ensure proper authorizations have received? | YES | NO |
| 16. Are there sufficient uncapitalized costs by project code on the current CBS CWIP Report (CA500D) to process the NF 37-6? | YES | NO |
| 17. Does the NF 37-6 contain the appropriate signatures? | YES | NO |

CWIP Activity Manager Signature and Date: _____