Plant, Property and Equipment Procedure
Verification and Tagging of new Equipment Acquisitions
Effective: March 2008
Revised: May 2010
Last Reviewed: May 2010

Overview

This procedure describes the process for **verifying** and **tagging** capitalized movable equipment acquired by the University. Verification and tagging of equipment should be done within 30 days after it is added to BEN Assets.

Responsibilities:

Schools/Centers

Senior Asset Administrator (SAA)
The SAA is responsible for ensuring that the Asset Administrators, Tagging Contacts and Custodians perform their duties, as appropriate, in the process of verifying and tagging equipment. The SAA or his/her designee is also responsible for the distribution of tags to the Tagging Contact(s) within his/her School/Center and for requesting additional tags from PMG when needed.

Asset Administrator (AA)
Upon notification of tagging status and tag number by the Tagging Contact (TC), the AA is responsible for updating the tagging status from "Ready for Tagging" to either "Tagged" or "Untaggable" and entering the actual tag number and Tagging Date into BEN Assets for any tagged equipment. The AA may also update any changes to location, Tagging Contact, Custodian, descriptive information, etc. identified by the TC when the asset has been verified, via printed reports, and tagged.

Tagging Contact (TC)
The TC is responsible for physically affixing tags on moveable equipment under his/her purview or, alternatively, for determining that the equipment is not taggable. The TC is then responsible for notifying the AA of the tag number assigned to the asset or that the asset should be identified as "Untaggable". The TC is also responsible for verifying, via printed reports, the information in BEN Assets (i.e., location, Tagging Contact, Custodian, descriptive information, etc.) is correct with regard to the asset at the time of tagging and for notifying the AA of any changes required in BEN Assets.

> Please note: In instances where the TC is also the AA, he/she should make any updates or changes directly to BEN Assets.

Custodian
The Custodian will assist the Tagging Contact in locating the asset(s) to be tagged. In some instances the Custodian may also be the Tagging Contact.

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Property Management Group (PMG)

PMG has oversight responsibility for ensuring that policies and procedures relating to the verification and tagging of assets are followed by the Schools/Centers. It will also include developing metrics by School/Center and tracking the status of assets that require tagging.

PMG is responsible for providing an initial supply of tags to each School/Center. The quantity of tags to be sent out will vary depending on the volume of equipment purchases within each School/Center. When the supply of tags runs low, the SAA is responsible for contacting the PMG for an additional supply of tags.

Definitions

1. Capitalized equipment refers to an item of non-expendable tangible personal property with a useful life of more than one year, a cost in excess of $5,000 per item, excluding freight charges and taxes, and for which the University has title. In addition, acquisitions of individual items of software with an acquisition cost of $5,000 or more will be considered a capital asset.

2. "Moveable equipment" refers to equipment which can be easily moved from one area to another.

Business Procedure

1. PMG will send an initial supply of tags to the Senior BA of each School/Center, who will forward the tags to the designated SAA(s). This initial supply will be based on the volume of purchases of the School/Center. When the supply runs low, the SAA will request from PMG a replacement supply of tags. The SAA will distribute tags to the TC as required.

2. Periodically, but at a minimum of once a month, the SAA or AA will run a report which will show assets which are "Ready for Tagging" report in BEN Reports. This report will show the new additions for the month which need to be verified and tagged. This report will be given to the TC to use for tagging and verifying the assets. The TC should obtain tags from the SAA or their designee.

3. The TC will perform the following activities:
   a) Once the TC has received the report of equipment to be tagged, the TC should tag equipment within 30 days.

b) Once the TC has physically located the equipment, he/she should determine the following:
   1) Does the equipment item listed on the report represent a single item?
   2) Does the equipment item listed on the report represent multiple items which need to be split into multiple assets in BEN Assets?
   3) Does the equipment item listed on the report represent a component of another asset already in BEN Assets?

   If the answer to #2 or # 3 is 'Yes', the TC must notify the PMG so that they can correct the equipment item information in BEN Assets. **Tagging should not occur until the asset has been updated.**

   Please note: The TC may notify the AA of the need for correction instead of the PMG directly. The AA must then notify the PMG immediately.

c) If the equipment is a single asset that does not require adjustment, the TC must determine whether the equipment is **"Taggable"** or **"Untaggable"**. If the equipment cannot be tagged, the TC must make a notation on the report, next to the asset, that the equipment is "Untaggable." "Untaggable" equipment includes but is not limited to software and additional computer components placed inside computer cases.

d) If the equipment is "Taggable," the TC will physically affix the tag on the equipment so it is visible and can be scanned during inventory. The TC must then notate on the report the tag number assigned to the equipment.
   Tags must be placed on equipment so that they are readily visible. Suggested locations for tags include:
   - Computer equipment – on the front or back
   - Vehicles – next to VIN number
   - Microscopes – on the base
   - Camera – on the back
   - Refrigerators/freezers – on the front door or top (if chest freezer)
   - Other – in a location where the tag is visible and can be scanned

e) Additionally, the TC must then verify or provide the information required in BEN Assets as listed on the report and notate any changes that need to be made to the system on this report.

   The following fields must be verified by the TC:

   - Tag Number (if the item has been tagged)
   - Tagging Status (Tagged, Untaggable, or Untaggable Remote)
   - Tagging Date (automatically updated in BEN Assets for any changes to Tag Number or Tagging Status, see below for details)

- Location (Building/Floor/Room)
- Category Code
- Responsible ORG
- Custodian Name
- Custodian Telephone
- Tagging Contact Name
- Tagging Contact Telephone

The following fields may be updated at the School/Center's discretion:

- Description
- Model Number
- Serial Number

f) Once the asset information has been verified by the TC and, where necessary, the asset has been tagged, the TC forwards to the AA the changes/adjustments that need to be made to the asset in BEN Assets.

4. Once the TC has given the AA the report with the notated changes, the AA should update the assets in BEN Assets. Any changes in Category Code required, however, must be forwarded to PMG in writing so that PMG can update the system.

5. The BEN Assets system validates the tag number when it is entered to ensure that the tag is not already assigned to an existing asset. The BEN Assets system will also validate any changes to Custodian and Tagging Contact to ensure they are valid employees and will validate changes to location to ensure it is a valid location in Facilities' SPACE system. Any incorrect or invalid information should be replaced with the correct, valid data.

6. The BEN Assets system will automatically update the Tagging Status to "Tagged" and will automatically update the Tagging Date to the current date when a tag number is entered in the Tag Number field. If the tag number is changed, the Tagging Date will automatically update to the current date (the Tagging Status is already in a "Tagged" status and therefore will not change). If the tag number is removed, the Tagging Status will be reset to "Ready for Tagging" and the Tagging Date will be reset to null. The Tagging Date will also change to the current date for any changes in Tagging Status (such as to "Untaggable" or "Untaggable – Remote") independent of any changes to the tag number.

7. Departments can opt to tag equipment upon receipt, prior to the addition of the asset to BEN Assets. This may be necessary when the equipment received is to be installed and the invoice has not yet been received or processed. If the equipment is to be proactively tagged, the TC should make a note of the tag number assigned to the equipment and should also make a note of the information required to be verified so that this can be verified against what is in BEN Assets when the asset is added to the system.

8. Metric Reporting

   a) The SAA should periodically, but at a minimum of once a month, run the "Aging Report of Untagged Equipment" for Responsible ORGs within his/her School/Center to identify assets that have a tagging status of "Ready for Tagging". All moveable assets should be tagged within 30 days of being entered into BEN Assets. Any equipment items that remain untagged beyond this timeframe should be investigated by the AA.

   b) On a monthly basis, PMG will run the "Aging Report of Untagged Equipment" for all Responsible ORGs. The PMG will then maintain metrics on the number of items that remain untagged for more than 30, 60, 90, 120 days, etc. for each School/Center. The PMG will follow up with the Senior BA of Schools/Centers with significant numbers of untagged items.