

Tagging of University equipment.

This is to provide guidance on the equipment tagging process for university equipment.

All equipment owned and maintained by the University should be tagged with a University of Chicago property tag to comply with university policy and Federal regulations. The equipment tag becomes the equipment's new identification number, making it easy to track the equipment and maintain accurate property records.

Equipment is an Item of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost that is \$5,000 or more per unit.

Equipment purchases are review by Capital Asset Accounting (CAA). If the purchase is determined to be equipment, the expense will be capitalized, and an asset will be created in the fixed asset system. Any portion of the expense that does not meet our capitalization criteria are moved to the appropriate account category.

Tagging process

- CAA will send out the tagging reports to each department along with tags for any new equipment additions on a regular basis.
- The department is responsible for placing an asset tag on the equipment in a visible location and return the form within 30 days to capitalassets@uchicago.edu
- The form should be filled out with the following information.
 - Tag number.
 - Location – Including Building code, room number that aligns with our Archibus space system.
 - Descriptive fields – Manufacturer, Model Number, Serial Number
 - Description (if different from the description found on the tagging request)
 - Acquisition date
 - PI name (if applicable)
- For items that cannot be tagged due to the physical nature of the equipment, the department should reach out to CAA to discuss and determine an appropriate solution.
- Vehicles are not tagged as we use the VIN# as the identifier. The department will need to provide all other requested tagging information.
- If an item cannot be tagged and is part of another taggable item, the department should note which tagged item the equipment is associated with.
- If an item cannot be tagged and is not part of another taggable item, the department will need to complete the equipment form and provide a brief description of why this item can't be tagged.

If an item is deemed untaggable and CAA agrees, the asset number will be updated with a prefix of Y. We use "Y" to designate an asset is untaggable in the FA system.