

A8.505 State Personal Property

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A8.512 Identification of Property

1. All inventorial personal property/equipment is identified by a decal which consists of a property number thereon. The property shall remain so identified by such decal as long as it is in the custody, possession or control of the University. Assigned decal property numbers are recorded on all applicable documents and any records that may be a part of the Personal Property Management System. A decal is removed or obliterated from the equipment only when sold, scrapped, or otherwise disposed of. Once a decal has been assigned, no change is made during the life of the item regardless of inter-departmental or inter-campus transfers.

Upon receipt of Report 1114B, Equipment Acquisition Report, and the assigned decals, the Account Custodian is responsible for affixing the assigned decal to each newly-acquired item of equipment. The decal should be affixed to the equipment adjacent to the manufacturer's name plate or serial number or in a position for easy sighting. Care should be exercised to place the decal on a clean, dry, smooth surface. In those situations where decals are impossible, if not impracticable, to place on the equipment, records with the issued decals shall be maintained indicating the location and description of such equipment.

If decals are not received for newly-acquired equipment within sixty days after the receiving reports have been forwarded to Disbursing, the Account Custodian shall notify the Inventory Management Section.

2. Identification of Federal Inventorial Personal Property

All Federally-owned equipment where title has not been vested with the University is identified by a green colored decal which contains the property and contract numbers. The property remains so identified as long as it remains in the custody, possession or control of the University.

If the University acquires title to the property, the government identification (green decal) is removed. The decal is replaced with a new decal used for identifying University property.

In the event title disposition is unknown or anticipated, the equipment is identified by a University decal.

3. Identification of Federal Property Other than Federal Inventorial Property

Identification, marking and recording of Federally-owned property, other than that designated as Federal inventorial equipment, is the responsibility of the Custodial Department and Principal Investigator.