

Prepared by Property and Fund Management Office
This replaces Administrative Procedure A8.512
dated July 1982.

A8.512

A8.505 State Personal Property

June 2001

P 1 of 2

A8.512 Identification of Property

1. Identification of Inventorial Personal Property

All inventorial personal property 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 inventory system. A decal is removed or obliterated from the property only when it is no longer under the custody and control of the University. Once a decal has been assigned, no change is made during the life of the property regardless of inter-departmental or inter-campus transfers.

Upon receipt of the THDR030D, Acquisition Report By Fiscal Officer, and the assigned decals, the Property Custodian is responsible for affixing the assigned decal to each newly-acquired property. The decal should be affixed to the property 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 property, records with the issued decals shall be maintained indicating the location and description of such property.

2. Identification of Federal Inventorial Personal Property

All inventorial personal property where title vests with the Federal Government is identified with a red inventory tag with the statement "Property of U.S. Government." The red inventory tag shall be physically affixed to the property next to or near the University decal. 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 red inventory tag shall be removed.

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 property, is the responsibility of the Custodial Department and Principal Investigator.