

Central Michigan University

Equipment Tagging

November, 2016

Central Michigan University (CMU) is responsible for the proper identification and inventory management of the equipment that it owns. Movable equipment owned by CMU is tagged with equipment identification tags. The primary purpose for tagging equipment is to identify it as CMU property, deter theft and provide CMU departments with a standardized inventory tracking and identification system.

The tagging of equipment is normally conducted at the time of receipt in CMU Central Receiving.

All Moveable Equipment meeting one or more of the following criteria will automatically be identified as CMU property with a tag:

1. All equipment valued at or above \$5,000
2. All grant funded equipment
3. All vehicles and trailers including ATVs and boats
4. All artwork valued at or above \$100,000
5. Standalone technology, defined as: Desktop Computers, Laptops, Tablets, & Servers*

Note: These five categories of equipment are the only mandatory items that must be tagged AND only the first four categories must be updated during the Annual Equipment Inventory which is conducted by all CMU departments.

*The tags are for OIT support purposes.

OTHER MOVEABLE EQUIPMENT THAT YOU CAN HAVE TAGGED AS CMU PROPERTY

Many CMU departments still plan on conducting an annual equipment inventory on all equipment, that they own, not just the four required equipment categories.

Equipment inventory information provides CMU and departments a record of purchase and ownership, source for warranty validation, and data for equipment replacement planning.

To that end, movable equipment, not specifically designated above, may also be tagged. CMU owns many equipment items valued at less than \$5,000 (**approximately \$39,000,000 worth**) that are vital to university operations. If your department prefers that these under \$5,000 items be identified as CMU property, please let us know and we will continue to tag them and place the identification and tracking information on SAP for you.

Note: You will not be required to update these items as part of the annual equipment inventory.

ADDITIONAL TAGGING INFORMATION:

Purchased Via PO:

GL's issued tags:

- 801000 Moveable Equipment to be capitalized (\$5,000 or more)
- 801200 Titled Vehicles
- 805200 Equipment Not Capitalized (less than \$5,000)

GL's that will NOT be issued tags:

- 801100 Upgrades/Components \geq \$5,000 & extends useful life of original asset (computers; machine or other equipment enhancement).
- 801300 Upgrades/Components Equip $<$ \$5,000
- 805000 Fixed Equipment (attached to building)
- 805100 Software
- 805101 Software Maintenance and Renewals
- 805500 Equipment (Less than \$5,000) Not Tagged
- 754900 Furnishings – Equipment with a unit cost of less than \$5000 or useful life of less than two years (equipment not capitalized) see (805200)

Purchased Via Credit Card, NPO or Gift-In-Kind Donations

The same tagging rules mentioned above will apply, but departments will need to request the tag via the Tag Request Form along with sending a copy of the equipment invoice to Fixed Assets.

Transfers from another institution:

These transfers will follow the same tagging rules above but might require input from the original purchasing institution along with input for valuation from Accounting Services (if asset value was more than \$5,000 originally).

Internal Transfers

If your department receives equipment from another CMU department and you want it tagged, you can make a request using the Tag Request Form. In the comment section of the form please state that this is an asset transfer from another department. Fixed Assets may follow up to ask pertinent questions about the asset in order to have the best information available within the asset inventory system.

If you have questions regarding this policy please contact Fixed Assets at (989) 774-6784 or assets@cmich.edu.