

Non-Taggable Asset Procedure

In order to insure that our inventory records stay in compliance with State policy, we are updating our policy on equipment considered a **“Non-Taggable Asset.”** Property Control’s definition of a Non-Taggable Asset is: An “In Service” asset greater than \$3,000 that cannot be tagged due to size, environment, surface, etc.

Departments are to adhere to the following procedure for tracking Non-Taggable Assets:

1. Take two pictures of the asset. The first picture should be an image of the entire asset and the second picture needs to be an image of the asset’s serial number.
2. Verify the serial number found on the asset matches the serial number found on the invoice (if applicable) and entered in the Asset Management (AM) System.
3. A printed copy of the asset record from the AM System should be generated and the tag number issued must be affixed to this copy.
4. Retain a copy of the asset pictures and the printed record in your inventory file.

Note: If a Non-Taggable Asset is selected during a Property Control audit or State audit, you will be asked to present us with the pictures and printed record.

Please be advised, there is a “Taggable Asset” field found on the Asset Information tab in the BASIC ADD which indicates if an asset can be tagged. This field can only be updated by Property Control and can provide us with a more accurate tracking method of Taggable and Non-Taggable Assets; therefore, we need you to submit to Property Control a list of ALL of your Non-Taggable Assets (*please include the pictures*) currently in your inventory.