

BMEG Assets Tagging Procedure

1. Purchase your items using the exact same purchasing procedure as always.
2. During the approval process, the Fiscal Support Analyst will forward any requests or purchases that include a single item value of \$500 or more to the Scientific Research Technologist.
3. The Scientific Research Technologist will then determine which items are considered to be Low Value High Risk according to the University's Property Accounting office definition.
4. If one of your items is determined to be a Low Value High Risk item, you will be sent an email letting you know that your item will need to be tagged upon delivery. This email will also contain a short form to be filled out.
5. The Property Accounting office shall be responsible for maintaining the University's inventory of equipment in the Capital Equipment and the Low Value Equipment categories (those items with an initial value of \$2,500.00 and up). If you have an item in one of these categories you will be sent an email with the same short form to fill out.
6. If you receive an email with a subject line of "Inventory Notification" please take a second to fill out the short form. The information you provide will allow your item to be properly inspected for any shipping damages, blue tagged before being put into use, and all information properly entered into AIMS.
7. Please use the "Movement of Property Notification Form" when moving equipment to a new location, or in the event that you would like to have a change of responsibility for a piece of equipment. This form can be found on our department's website under Faculty and Staff Resources.