

Non-taggable capital equipment

Ensuring inventory accuracy



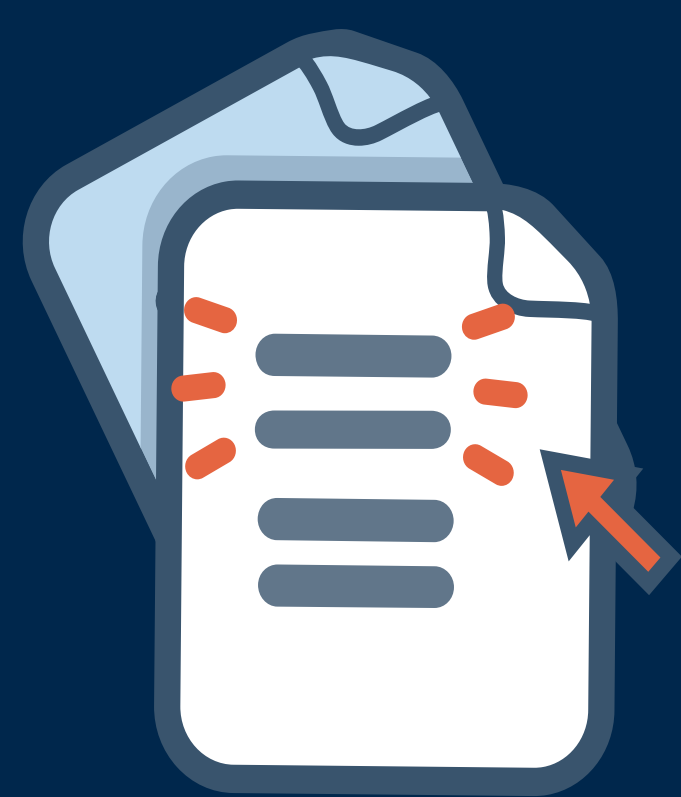
Property Control



Non-tag numbers begin with a "7" or "8" and are used for equipment that cannot accommodate a physical tag.

This is typically due to the item being radioactive, too small for a tag, or in inaccessible locations (under water, outer space, etc.)

On biennial inventory reports:



If there are 7 or 8 series tags on your inventory report, check the model and serial number of your equipment. The serial number is used as the physical identifier when using non-tag numbers.

You may also identify if your department has non-tag equipment at any time by running a Business Objects Inventory Query.

If you do not have access to Business Objects, request OARS access through your unit liaison, or you may ask your financial department to run the query.

On Declaration of Surplus forms:

Fill out the DOS form as completely as you are able. You must include the non-tag number and the serial number.



PLEASE NOTE: if your department does not include the equipment's non-tag number or serial number on the DOS, the item will not be removed from your inventory.