

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-38

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C. D. Mulberry
County Administrator

SUBJECT: **ASSET TAGGING**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. STATEMENT

Every capital equipment asset that is recorded in the Asset Management System (Synergen) must have a unique asset number assigned to it. Tags will be issued by the Capital Asset Section, Department of Finance and Risk Management, to be attached to the asset by the department upon assignment of the asset number.

Those assets valued between \$1,000 and \$4,999 are to be tagged using departmental asset tags and are to be reported on a monthly Asset Tag Report.

Assets that are valued at less than \$1,000 are not to be tagged by may be tracked by the department.

II. PROCEDURE

The Capital Asset Section, Financial Control & Reporting Division, Department of Finance and Risk Management, assigns the asset number and tag to all equipment valued at \$5,000 or over. The individual departments will attach the tags to the appropriate equipment.

The departments are responsible for attaching a unique asset number tag to all non-capitalized assets, those valued between \$1,000 and \$4,999. Any asset that is valued at less than \$1,000 will not be issued an asset number tag but may be tracked if the department so wishes.

Departmental non-capital asset number tags are to be procured from the Capital Asset Section, Financial Control & Reporting Division, Department of Finance and Risk Management. They will be issued in consecutively numbered groups to each department to be used for those assets valued between \$1,000 and \$4,999. The cost of the numbered tags will be allocated to each department.

The individual departments will be required to complete a monthly Asset Tag Report for the departmental non-capital asset tags. The report will include the asset tag number, name of the department who will have ownership of the asset, the purchase order number, the invoice number, and a brief description of the asset. Reports are to be sent to the Capital Asset Section, Financial Control & Reporting Division, Department of Finance and Risk Management, no later than the first Monday of each month. Issuance of additional non-capital asset tags will be based on this report.

To make the identification of all County assets less complicated, asset tag placement must be consistent. As a general rule: to identify assets that have a manufacturer's ID plate, place the asset number tag adjacent to the ID where possible and practical. This procedure should cover the majority of assets, such as office equipment, machinery, audio-visual equipment, etc.

Equipment that does not have a manufacturer's ID plate should have the asset number tag placed so that it does not detract from the appearance of the asset, is not exposed to heavy wear, and does not interfere with the use of the unit. When possible, place the asset number tag in the upper right hand corner.

If it is not practicable to have the asset number tag in a position that is reasonably easy to observe, a photograph of the asset should be attached to the Asset Change Request in Synergen, which will assist in the identification of that asset. Additionally, if a photo of the asset is available and it could be used as an additional means of identification, attach it to the Asset Change Request. (See the Document Attachment procedure.)

The following is a list of assets along with a suggested location for the asset tag:

Office Equipment

Most office equipment will have a manufacturer's ID plate; the asset number tag should be placed close to this. If no manufacturer's ID plate is present or this placement is unreasonable, place the asset number tag in the front upper right hand corner of the equipment.

For all computer hardware and software under \$5,000, the tags should be located on the lower left-hand corner of the CPU. Note: The entire computer system for personal computers is identified as one unit. This includes the CPU, monitor, keyboard, mouse, and software purchased with the system.

Communications Equipment

Communications equipment (radios, etc.) should have the asset number tag placed near the manufacturer's ID plate or in the front upper right hand corner of the equipment, whichever is applicable.

Office Furniture

Office furniture should have the asset number tag placed in the front upper right hand corner of the furniture or by the right front leg; whichever is applicable.

Shop Machinery

Shop machinery and equipment should have the asset number tag placed near the manufacturer's ID plate on the base of the unit, if possible. If not, place the asset number tag in the front upper right hand corner of the machinery.

Laboratory and Test Equipment

Lab and test equipment should have the asset number tag placed near the manufacturer's ID plate, if possible. If not, place the asset number tag in the front upper right hand corner of the equipment.

Kitchen Equipment

Kitchen equipment should have the asset number tag placed near the manufacturer's ID plate, if possible. Major appliances (dishwashers, ranges, washing machines, dryers, refrigerators, etc.) should have the asset number tag placed in the upper front right hand corner of the equipment.

Software

Software cannot have an asset number tag attached to it so the information may be placed on a Rolodex card or on a spreadsheet with the software name, date of purchase, location of software, and the Purchase Order # on it. This way, the department can keep track of assets that cannot physically be marked with the asset tag number.

Other Assets

Land, rights of way and easements, buildings, infrastructure, works of art, and historical treasures will not be issued an asset number tag as tags are not appropriate to be attached to these assets.