

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 51, Identification of Equipment

Date: 11/2/05

Supersedes: 11/24/03

Responsible Department: Capital Asset Accounting and Equipment Management

Source Document: Business and Finance Bulletin BUS-29, Management and Control of Inventorial Equipment

I. Purpose

This section outlines policy and procedures for the identification of equipment in University custody, whether or not owned by the University.

II. Policy

A. The department is responsible for initiating an Add Asset document in the Capital Asset Management System (CAMS) for gifted and loaned (including government-owned) inventorial equipment. The Equipment Management Department is responsible for initiating the Add Asset document for inventorial equipment on loan from Lawrence Livermore National Laboratory and routing the CAMS document to the department for approval.

B. Inventorial equipment

1. All inventorial equipment shall be identified with an asset number assigned by the Capital Asset Management System (CAMS). The asset number decal sent by the Equipment Management Department must be placed on the equipment immediately upon receipt. Assigned asset numbers are recorded on all applicable acquisition, transfer, loan, and disposal documents and any other records that may be a part of the equipment inventory system. Such markings and identification shall be removed or obliterated from the equipment only when sold or otherwise disposed. Should the identification number be accidentally or mistakenly obliterated, defaced, or removed, replacement decals can be obtained by sending an email to Equipment Management at eqhelp@ucdavis.edu.
2. Equipment acquired with contract or grant funds for which title vests immediately in the University is to be identified with the contract or grant number on the Add Asset document. Such equipment shall also be identified with the contract or grant number or the number assigned to that equipment by the funding/furnishing agency when the provisions of a contract or grant specifically require such marking.
3. Equipment acquired with contract or grant funds or loaned/furnished by a sponsoring agency for which title vests with the sponsoring agency, e.g., the Federal government, shall also be identified with decals, plates, or tags furnished by the sponsoring agency's administrator. Unless already marked, all sponsoring agency-owned equipment shall be marked with the designation of the sponsoring agency responsible for its control and funding. If the University acquires title to the property, the sponsoring agency's identification is removed. The UCD asset number assigned upon acquisition of the equipment continues to identify that specific item in CAMS.
4. Failure to enter a gifted or loaned (including government-owned) equipment in CAMS is a violation of policy and a notification of noncompliance will be sent to the appropriate dean or vice chancellor or their designee to ensure the department takes corrective action.

C. Government noninventorial equipment

Identification, marking, and recording of noninventorial government property are the responsibility of the department and the principal investigator when the provisions of a contract or grant specifically require such marking.

III. Procedures

A. Identification decals

1. CAMS assigns an asset identification number to the inventorial equipment and any components, and the Equipment Management Department prints and sends the department the decals.
2. The department shall affix the decal to the front of the equipment for accessibility during audits. Decals bearing the same asset number shall be affixed to detachable components purchased with the equipment that are interdependent or essential to the operation of the equipment, e.g., a personal computer's monitor, external disk drive, external CD writer, or printer. These decals will be identified with the asset number followed by a "C" for "component." Component decals can be obtained from Equipment Management by sending email to eqhelp@ucdavis.edu. If additional identification is considered necessary, it shall be applied in a manner that will avoid confusion with the asset number.

B. Engraving of identification numbers

1. Departments are encouraged to engrave asset numbers on University equipment, in addition to affixing the identification decals. The department shall arrange for Engraving Services, (530)752-3495, to engrave the asset number on equipment having a value of \$5,000 or more and to which adherence of the paper decal is not feasible, such as boats or equipment that requires exact calibration.
2. The department is responsible for costs of engraving.
3. Government property is not engraved.

IV. Further Information

For further information contact the Equipment Management Department at eqhelp@ucdavis.edu.

V. References and Related Policies

UC Business & Finance Bulletin BUS-29, Management and Control of Inventorial Equipment, Section F, Identification of Equipment (<http://www.ucop.edu/ucophome/policies/bfb/bus29.html>).