I. Purpose

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

II. Definitions

Inventorial equipment—equipment with an acquisition value of $5,000 or more, that is non-expendable, tangible, free standing, and has a normal life expectancy of one year or more (see Section 350-50 for exceptions to the definition). This policy refers to inventorial equipment as “equipment.”

III. Policy

A. Inventorial equipment must be entered in the University’s equipment tracking system, which assigns an asset number. Asset numbers must be recorded on all applicable acquisition, transfer, loan, and disposal documents and on all applicable records in the equipment tracking system.

B. Equipment Management generates a property decal with the asset number which shall be applied to equipment upon receipt by the department. The property decal shall be removed only when the equipment is sold to a non-UC Davis entity or otherwise disposed.

C. Equipment acquired with contract or grant funds for which title vests in the University, shall be identified with the contract or grant number when required.

D. Equipment acquired with contract or grant funds or loaned/furnished by a sponsoring agency for which title vests with the agency (e.g., the Federal government), shall be identified with decals, plates, or tags furnished by the agency's administrator. All agency-owned equipment shall be marked with the designation of the agency responsible for its control and funding.

E. Failure to enter gifted or loaned (including government-owned) equipment into the University’s equipment tracking system is a violation of policy, and a notification of non-compliance will be sent to the appropriate dean, vice chancellor or their designee to ensure the department takes corrective action.

F. Identification, marking, and recording of non-inventorial government equipment are the responsibility of the department and the Principal Investigator (PI) when the provisions of a contract or grant specifically require such marking.

IV. Responsibilities

A. Campus department
1. Initiates an Add Asset (AA) document in the University's equipment tracking system for gifted and loaned equipment (including government-owned) except equipment on loan from Lawrence Livermore National Laboratory (LLNL).

2. Identifies the contract or grant number on the AA document and on the equipment for which title vests in the University, when required.

3. Affixes the property decal to the front of the equipment for accessibility during audits.
   a. If the equipment has detachable components that are interdependent or essential to the operation of the equipment, property decals bearing the same asset number shall be affixed to the components. These decals will be identified with the asset number followed by a "C" for "component."
   b. Obtains component decals or replacement decals by sending an e-mail to Equipment Management at eqhelp@ucdavis.edu.
   c. If additional identification by the department is necessary, it shall be applied in a manner that will avoid confusion with the asset number.

4. Removes the property decal only when the equipment is sold to a non-UC Davis entity or is disposed of (see Section 350-80).

5. Removes the agency's identification and replaces it with a University property decal according to the procedures in IV.A, above, if the University acquires title to equipment previously vested with a sponsoring agency.

6. Identifies, marks, and records non-inventorial government items when required by the agency.

B. Equipment Management

1. Approves AA documents generated by departments

2. Creates the AA document for inventorial equipment on loan from LLNL or purchased through the Purchasing Department and then routes the AA document to the department for approval.

3. Generates the property decal for the equipment and its associated component(s), if applicable (see IV.A.3, above).

V. Further Information

For further information, contact Equipment Management at eqhelp@ucdavis.edu or view the website, http://accounting.ucdavis.edu/CA/.

VI. References and Related Policies
