To:   Business Managers  
From:     Lindsey Donovan, Associate Controller  
Subject:  Equipment tagging procedures  

With RFID tags in place, Financial and Cost Accounting Services (FCAS) is centralizing the equipment inventory process to alleviate the burden on academic and administrative departments. However, the department’s time is still needed for equipment tagging and inventory reconciliations when FCAS has identified asset data discrepancies in the inventory process. These steps are critical to completing a timely inventory and remaining in compliance with the Uniform Guidance requirements around equipment property management.

To that end, the following procedure will continue for newly acquired movable equipment with an acquisition cost of $5,000 or more.

1. FCAS: Fills out a tagging profile data sheet with known information from the purchase order, quotes, and invoices. Any missing information such as location (bldg., room #), model number, manufacturer or serial number is highlighted to aid the department contact on what data is needed.
2. FCAS: Attaches an assigned University of Vermont (UVM) RFID tag to the tagging profile data sheet and sends it via interoffice mail to department contact.
3. FCAS: Notifies the department contact, by email, that a tagging profile data sheet and RFID tag was sent via interoffice mail.
4. Department Contact: Upon receipt, the department contact locates the equipment, completes the tagging profile sheet, and applies the tag onto the equipment.
5. Department Contact: Takes pictures, if a camera is readily available, of the UVM tag applied to the equipment, the model/serial number on the equipment, and the completed tagging profile sheet.
6. Department Contact: Within 2 weeks of receipt of the tagging profile data sheet and tag, email the pictures back to your contact in FCAS.
7. FCAS: Updates the movable equipment record in the University’s asset management database and attaches the provided pictures.

Your cooperation in using this tagging process is appreciated. If you should have any questions about the movable equipment tagging process, please contact Reiko.Choiniere@uvm.edu or Renee.Hunt@uvm.edu.