



To: Catskill

From: Michael Meunier, Assistant Controller – Cost Accounting Services

Date: September 14, 2020

Subject: [Tagging Process Change for Newly Acquired Movable Equipment](#)

To balance UVM's business needs with personal and community health, the following steps in the tagging process are being instituted until further notice. Please forward this communication to personnel within your department responsible for movable equipment (acquisition unit cost of \$5,000 or more).

- 1) **Cost Accounting:** Fills out a tagging profile data sheet with known information from the Purchase order, quotes and invoices. Missing information such as location (bldg., room #), model number, manufacturer or serial number is highlighted to aid the dept contact on what data is needed.
- 2) **Cost Accounting:** Attaches an assigned University of Vermont tag on the tagging profile data sheet (see next page for an example) and mails it via interoffice mail to dept contact.
- 3) **Cost Accounting:** Emails the department contact to alert that a mailed tagging profile data sheet and tag was mailed via interoffice mail.
- 4) **Department Contact:** Upon receipt, the dept contact locates the equipment, completes the tagging profile sheet and applies the tag onto the equipment.
- 5) **Department Contact:** Takes pictures 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 to [Reiko.Choiniere@uvm.edu](mailto:Reiko.Choiniere@uvm.edu).
- 7) **Cost Accounting:** 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](mailto:Reiko.Choiniere@uvm.edu) or [Michael.Meunier@uvm.edu](mailto:Michael.Meunier@uvm.edu).

# Example of a Movable Equipment Tagging Profile Sheet

## Movable Equipment Tagging Profile Sheet

Building Name/#: Colchester Research Facility #0545 Room #: \_\_\_\_\_

Purchase Order #: 0000182310 Equip Item Total Cost: \$ \_\_\_\_\_

Tag Number: A0 94049

Manufacturer: Simoa



Model #: HD-X

Serial #: \_\_\_\_\_

Vin # (vehicle only) \_\_\_\_\_

Custodian Dept #: Pathology #55650

Dept Contact(s): \_\_\_\_\_ Phone: 656-\_\_\_\_\_

Preferred Equipment Description by Department (30 Characters long):

Simoa HD-X Analyzer

Additional Comments to be noted in the Asset Management Database:

Dept Contact(s): \_\_\_\_\_ (lab tech, 656-\_\_\_\_), \_\_\_\_\_ (PI, 656-\_\_\_\_\_)

HD-1 Analyzer, purchased by UT Health was traded in for HD-X

Cost Transfers? Journal # \_\_\_\_\_ (Obtain printed journal lines from Dept Admin Contact)

Tagging Administrator: Reiko Choiniere

Date Tagged: \_\_\_\_\_