



14.2.4 Affixing inventory barcodes to acquisitions

Policy Statement

The University of Georgia is required by the Board of Regents of the University System of Georgia and state and federal regulations to inventory and track assets. Assets are acquired from a variety of sources.

Reason for policy

This policy is to show how to track property owned by or in the possession of UGA and to comply with state and federal guidelines.

Procedures

To aid in identifying and controlling equipment, Asset Management will assign a University identification number to each item. This decal will be placed in a conspicuous place on the equipment by Asset Management personnel. Equipment items in the custody of University units located outside of Athens-Clarke county will be assigned identification numbers as outlined above. The placement of decals on the equipment will be performed by employees located in the outlying units. Decals will be mailed by Asset Management with instructions.

Additional contacts

Asset Management, 706-542-4390, property@uga.edu

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: [Associate Vice President for Finance Division](#)

Policy Owner: [Asset Management](#)

Policy Contact: [Craig Mathews](#)

Phone Number: 706-542-4390

Record Retention

For all assets all documentation should be retained for 5 years after disposition of equipment. [\[0472-01-005\]](#)

FAQs

How can I get a laptop or some other item tagged with a barcode tag before payment is made so that I can take it off campus?

You will need to call Asset Management and provide the order number to arrange this service.

My department has had a piece of equipment for more than a week. When will it receive a property decal?

Information on newly acquired equipment is not provided to Asset Management until payments have been made to the vendor for the equipment. If your newly acquired equipment has not been tagged within a reasonable amount of time please call Asset Management with the order number so that Asset Management personnel can check on the status of the payment to the vendor. If payment has not been made and the item needs to be tagged we will make arrangements to do so prior to the vendor being paid.

I recently purchased an item over \$3000, and it was shipped directly to my department without a property decal on it. How do I get an inventory number assigned and affixed?

Typically, copies of the purchase order for items costing \$3,000 or more are forwarded to Asset Management, and Control numbers are issued for these items. If you wish to have an item decal early, particularly to meet the

requirements for off campus use, please call 706-542-6987 to schedule a time to decal. Expect to receive a visit from one of our Asset Management staff members who will verify the receipt of the equipment by checking serial numbers, model designations, and any other features which will help in clearly matching the item received with the description on the paperwork.

If I purchase a printer, computer, scanner, iPod, or camera for less than \$3000.00, does it need a University Control number and decal?

The threshold for placing a property decal on controlled items is \$3000.00 and above. Thus, items in this category falling below \$3000.00 in purchase cost will not be decaled unless requested by departmental personnel.

What is a University of Georgia Control number? What is a property decal?

A Control number is a unique six-digit numerical identifying number which serves as the “key” field in the University of Georgia’s Asset Management database of equipment inventory. No other piece of equipment inventory will have this number, and this number will be used only once. The Control number is also known as the “UGA number,” the “barcode number,” the “decal number,” or the “inventory number”. A property decal is a metallic strip containing a barcode and a unique “Control number.” Above the barcode are the words “University of Georgia.”

[‹ Other sources of acquisition | Asset Use ›](#)

Policy Dates

Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: