

FAQs: Tagging and Tracking University Assets

1. What assets are required to be tagged?

The following are required to be tagged:

- Capital assets with a unit cost (including ancillary costs) of \$5,000 or greater and
- Small and attractive (S&A) assets.

2. What are considered small and attractive (S&A) assets?

Tangible items with a value between \$1,000 - \$4,999 that do not meet the state's capitalization criteria but are considered by the University to be particularly attractive and vulnerable to loss, thus subject to special property control. These assets include, but are not limited to, laptops, tablets, projectors, cameras, and firearms within the above dollar range. All firearms and accessories are required to be tagged regardless of cost.

The University conducts risk assessments periodically to consider new purchases that are more regularly purchased and changes in technology.

3. Why are only laptops, and not PC's, considered S&A?

Laptops can more easily be concealed, such as in a briefcase, it would be more difficult to hide and walk out of a building with a PC.

4. Who do I contact if I don't know if an item is considered an S&A asset?

Contact [Accounting Services](#) if you have questions about whether an item is considered a S&A asset.

5. What account code(s) do I use to make sure a capital asset or S&A asset is coded properly? [Click here](#) to print a cheat sheet.

6. What is a tag?

A tag is a sticker produced by the University that is adhered to the tangible item and includes a bar code for tracking purposes.



7. After I purchase and receive the item, how do I get a tag?

Once the asset has been received and invoiced, Accounting Services will issue a tag and send it to the department via intercampus mail.

8. How long does it take to get a tag?

Tags are sent out on a monthly basis. You should expect receive the tag between 2 – 6 weeks of the equipment being received and invoiced.

9. Who do I contact if I don't get a tag in this period of time?

Please contact Diane Hack at Accounting Services if you do not receive your tag within this period of time.

10. Should the tag be placed on the item in a particular place?

When tagging laptops and tablets, please attach the tag to the upper right corner of the device.

11. What about other University property that I'm concerned is purchased for a specific employee but not returned such as headphones or tablets under \$1,000?

An *Asset Tracking Log template* is available on the website to track assets that are inventoried. Although not required, a department may use this same document to track other property given to employees. This is advisable to ensure the property is collected prior to an employee leaving the University. These items could be identified on the log as "non-inventory" items.

12. What is being done to track items shipped directly to employee homes during remote working?

While employees are working from home, Accounting Services is providing the option of having new equipment tags mailed directly to the employees' home address for tagging. The Asset Control Custodian should keep track of the location of University assets by using and updating the *Asset Tracking Log*, or by other tracking means.

13. Who do I contact if I have more questions?

Please contact Daryl.Larkin@wwu.edu in Asset Inventory Control.