Tracking Non-Capitalized Assets

The UNIV non-capitalized property tags will be used for tagging UNIV and OSURF non-capitalized equipment. No other tags may be used for tracking your non-capitalized equipment. The tags are available at no cost to you.

1. To *order tags* from the Business Office, please go to: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
   The items that should be tagged *and* on your Non-Capital Inventory Log are computers, laptops, printers, university owned cell phones, PDA’s, projectors, iPads, camera, firearms, and anything else that has a serial number and will be used out of the office, is theft prone or sensitive (i.e. shooting sports supplies).

2. **Place a tag on the equipment.** Make sure the tag is visible and easy to find. Each year you will be required to confirm the tag number with your log so make it easy to locate.

3. **Update your Non Capital inventory log** with the tag #.
   The Business Office has a template and it can be found here: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
   Reminder: A copy of this log will be due (with the tag numbers assigned) each March.

### Frequently Asked Questions

- **What if my equipment already has a tag?**
  If the equipment already has an inventory tag on it, please check your capital inventory report (PIERR). If it does not appear, please tag it with a new tag. Instructions on access this report is available here: [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

- **Do all of the items on my Non Capital Equipment Log require a tag?**
  Many items that will be on your Non Capital Equipment log may not need a tag. Example: Stationary or permanent projectors, video equipment that remains in a conference room, fixed to a wall or ceiling.

- **What if we don’t own the equipment (4-H Committee, Commissioners, etc.)?**
  Ownership is usually determined by who purchased the original equipment. If it was purchased through a University fund, donated to a University fund or through your Extension local checking account then it is owned by OSU. If it is not OSU property, don’t tag or log the information on this report.

- **Is there a minimum dollar amount that needs to be recorded or tagged?**
  No. Many valuable items are purchased for very small amounts or given to us for free. The purchase price doesn’t determine whether or not you should tag it.

- **What if my item is too small to tag?**
  If you believe something should be tagged, but cannot tag it because it is too small – record that on your Log.

- **Do I have to tag or log everything? (Such as desks, chairs cabinets, flash drives, etc.)?**
  No. As a general rule you will tag items with a serial number that are theft prone, sensitive or that move out of the office. Some items such as flash drives are too small to tag but could still be logged if desired.

- **What if I have something that doesn’t have a serial number but falls into one of the other categories (theft prone, moveable, or sensitive)?**
  Use your best judgment. You may have some portable display units that could be easily lost or stolen that should be tagged. When in doubt it doesn’t hurt anything to tag it.

- **What happens when I buy new equipment?**
  You may order new tags from the Business Office at any time. [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
  Don’t forget to update your non capital equipment log!

- **Do I have to send my log in to the Business Office every time I buy something?**
  No, you should update all year long, but we only require a signed copy to be sent in March.

- **What if I don’t use the Business Office Non Capital Inventory Log to track my equipment?**
  - If you have another method of tracking your equipment – that is acceptable, but please make sure that your report has all of the columns that the Log does. This includes the Tag number, and two columns regarding Off-Site equipment. The sample log is on the CFAES Finance Website.
  - Many units still use the PeopleSoft system to track non capital items. This is ok to but does require an individual in the unit to maintain Asset Management access.