



THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Asset Management
TELE: (919) 962-1382
FAX: (919) 962-6271

General Storeroom, Room 105
CB# 1070, Airport Drive
Chapel Hill, NC 27599-1070

MEMORANDUM

TO: Deans, Directors, and Department Heads
FROM: Candace Woody, Director of Asset Management
DATE: July 3, 2003
SUBJECT: New Equipment Procedures for Items \$5,000 and Above

Effective August 1, 2003, campus departments will be responsible for the proper tagging and accounting for their capitalized equipment items \$5,000 and above. Department representatives responsible for managing assets must follow these procedures:

- The first of each month a coding sheet for the previous month's capitalized purchases will be distributed to the department representative with the UNC-Chapel Hill bar code label(s) attached.
- The department representative should affix the bar code label to the equipment item in a highly visible location, preferably next to the manufacturer's name on the equipment.
- The department representative should record the make, model, serial number, room and building number on the coding sheet.
- The department representative should then fax or mail the completed coding sheet back to Asset Management no later than the 20th day of the month. Fax # 962-6271 / Mailing Address CB# 1070, Airport Drive.

Department representatives will continue to receive the "Equipment Additions" report that lists equipment added to your department's inventory for the month. This report will enable the representative to verify the accuracy of the information provided.

Thank you in advance for your continued support in our efforts to provide accurate accountability for equipment owned and acquired by the University. If you have any questions concerning these changes or need training, please contact me at 962-6267 or email at cwoody@email.unc.edu.