

AWC Fixed Asset Tagging Procedures

Capital Fixed Assets

All Capital fixed assets (\$5K and above) will be tagged with a Crimson (Crimson = C = Capital) tag and the tag shall be affixed in a place that can be easily seen but does not impede or aesthetically alter or decline the value of the asset. Assets that are to be installed inside of something else need to have the tag in a place that can be seen without requiring the item be removed. If necessary, place the tag on the outside of the items installation location and add a comment in the system as to the tags location and why that is where it was placed.

Equipment

When capital equipment arrives in the possession of AWC, the asset(s) **must** be tagged with an AWC Capital asset tag. This includes assets located at **any** of the AWC locations. Once the item is received and processed in Colleague, the asset will be tagged immediately, when possible, before being delivered to its destination. In the event that an item must be assembled before the tag can be affixed, the Asset Manager will track the item and coordinate with the destination department to affix the tag. All golf carts will be tracked as part of fleet management. If their cost is in excess of \$5K they will have a Capital asset tag.

Software

Capital Software cannot physically be tagged. In these cases, the tag will be affixed to the purchasing documentation in the Purchasing Department and a note made in Colleague as to in what system(s) the software is installed.

Satellite Locations

All assets on the Yuma Campus will be tagged by the Asset Manager following the same procedures and protocol outlined above. Satellite campuses will have the tag sent to them for application to the item if delivered directly to that location.

All assets at satellite locations may be tagged by the Asset Manager, or may be tagged by an authorized AWC employee at that location. In the event the Asset Manager cannot physically see to the tagging, then the tag(s) will be sent to the appropriate campus location. The tag(s) will be affixed by the receiving party, and email confirmation and photo evidence will be sent to the Asset Manager as confirmation of completion. The Asset Manager shall place these documents on file for future reference.

Non-Capital Fixed Assets

Effective in 2016, Items purchased at less than \$5K will only be tracked if they are select items purchased under a federal grant per AWC policies and procedures. Non-Federal assets under \$5K, previously tracked in Colleague have been ended and dropped from the annual inventory requirement. All Federal Grant technology purchases under \$5K will be tagged and tracked in the system.

AWC Property located at non-AWC sites will be tagged with AWC tags and entered into Colleague with an assigned Steward.