



Under the EIU Property Control system each department will be tagging their own equipment. For items \$500 or greater and some special items subject to theft, a red tag will be provided that has an EIU tag number on it. There may be a few instances when the piece of equipment is too small or the number can't be placed on the equipment, however, the fiscal agent is still responsible for that inventory number. In addition, the inventory number may be printed on the equipment in an inconspicuous location with a marking device to facilitate identification. For items with red tags please e-mail us the P.O. number, tag number, serial number, room number, and any other notes you want included on the asset. For items greater than \$100, but less than \$500 a blue tag will be provided, that identifies the property as belonging to EIU. The blue tags do not have a tag number on them, but are necessary, and should be affixed to the equipment, since the university is still accountable to the state for these items. Please attach tag to the equipment as indicated on the purchase order.

If you have any questions or need assistance please call or visit the UPG.

<http://www.eiu.edu/~physplnt/pcp03.doc>

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