Controlled Item Code Equipment Form

Revised 03/2016

The "Controlled Item Code" (CIC) Equipment form is to be used when a department uses the Purchasing Card (P-Card) to acquire non-capital equipment. That is required by the State Comptroller/University to be maintained on the state's / University's asset management system.

Instructions for use: Complete this form as soon as the piece of controlled equipment is purchased with the P-Card and Received. Once this document is completed, e-mail Property Management at Property.manager@unt.edu. The E-mail should be formatted as follows: Subject Line- Asset Needs Tagged,

Body of message:
1. Asset Type,
2. Value,
3. Location of asset,
4. Date of receipt,

Property Management will contact you to tag the item. Have a printed copy of this form ready when property Management arrives to tag the item. They will complete and sign the form. A copy of the completed and signed form should be attached to the monthly P-card transaction log.

Department/Number:	Fund:	Fund Category #	Function:
Program:	Purpose:	Site:	Location of Asset:
Serial:	Brand Name:	Description:	
Amount $	Model #	Vendor Name:	UNT Property #
Custodian:			Employee ID #
Cardholders Name:			Date of Receipt

Property Management Staff Signature:	Date

Dollar threshold range of $1.00 to $4,999.99

Firearms
Desktop and Laptop Computers
are **NOT to be Purchased with P-Card**

Dollar thershold range of $500.00 to $4,999.99
Data Projectors
Stereo Systems
Cameras

DVD, VCR, Camcorders & TV

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