

# Controlled Item Code Equipment Form

Revised 05/2016

The "Controlled Item Code" (CIC) Equipment form is to be used when a department uses the Pruchasing 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:** Complet this form as sonn 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#      | Vender Name:    | UNT Property#      |
| Custodian:                           |             |                 | Employee ID#       |
| Cardholders's 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