

Controlled Item Code Equipment Form

Revised 03/2016

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 category #	Fund:	Function:
Program:	Purpose:	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