

Tagging University Property

Question	Answer
What is the tagging requirement?	Furniture and equipment purchased with university funds required to have university decal affixed within 20 business days of receipt.
How is time calculated?	Time period based on: <ul style="list-style-type: none">• Purchase orders – Receipt date entered by department purchasing the property• PCard purchases – Voucher accounting date• Other purchases – Voucher accounting date
What is penalty?	Department assessed \$50 per month.
How is penalty processed?	Penalty charged to department through offline journal entry.
How is department notified?	E-mail sent to department describing asset and informing department of charge.
Who is contact person?	Jannette Colon Property & Inventory Control Phone: (407) 407-823-2951 E-mail: jcolon@mail.ucf.edu
What happens to fee?	Collected fee credited to designated department in Finance and Accounting.