High-Risk Equipment Tagging

Good morning,

In accordance with University of Oregon policy and procedures, when departments acquire high-risk equipment, the Business Affairs Office (BAO) Property Control Department must be notified with appropriate contact information and description of the property to initiate the high-risk tagging process.

For tracking purposes, the following information on each piece of high-risk equipment will be documented during the tagging process:

- a general description of the equipment;
- the equipment’s make, model, manufacturer, and serial number;
- the location where the equipment is kept during its use, and if applicable,
- the name of an individual (user) who's responsible for the custody of the equipment.

For departments that have not had any high-risk equipment tagged, a departmental tagging appointment needs to be arranged with Property Control. A departmental tagging appointment will entail:

- Visiting locations where high-risk equipment are located
- Affixing high-risk stickers
- Recording information as detailed above

The length of a tagging appointment depends on the number of items and generally takes less than half an hour to complete.

If there is high-risk equipment in your department that has not been tagged or other items you would like to have tracked in the Banner Fixed Asset System, please contact the Property Control Department.

Thank you,

BAO Property Control

Jamie Sandoval-Scott, 6-0827, jamies@uoregon.edu
Kirsten Hersh, 6-3163, kirsten@uoregon.edu
Molly Lockhart, 6-1250, mlockhar@uoregon.edu
Christina Green, 6-3190, cvgreen@uoregon.edu