

Non-Purchase Order Purchases for Controlled Assets

The Non-Purchase Order Purchases for Controlled Assets form is to be used when a department purchases “Controlled” equipment that is required by the State Comptroller/UNTHSC to be maintained on UNTHSC’s asset management system.

Dollar Threshold	PS Acct	Controlled Equipment
\$0	500415	Firearms
\$0	500417	Desktop and Laptop Computers, Tablets, Readers, iPads
\$500 - \$4999.99	500417	Data Projectors
\$500 - \$4999.99	500415	Stereo Systems
\$500 - \$4999.99	500415	Cameras
\$500 - \$4999.99	500415	DVD, VCR, Camcorders & TV’s

Complete this form as soon as the controlled equipment is purchased with the P-Card.

- **E-mail the completed document and a copy of the vendor’s receipt** to property@unthsc.edu for processing the addition to inventory. **Controlled items received by Central Receiving will be processed after both documents are received.**
- Enter the assigned Tag Number and End User in the “Description” field of your P-Card.
- **If asset is removed from campus, email a Property Custody Receipt located on Central Services website to property@unthsc.edu.**

Property Control will contact you to make arrangements to tag the purchased controlled asset.

Card Holder Name _____

Department Name/Custodian DeptID _____

Vendor Name _____ Amount _____ Receipt Date _____

Brand Name _____

Description _____

Serial Number _____

Purchasing DeptID _____ Fund Cat _____ Fund _____ Function _____

End User Name _____ End User Emplid _____ End User Location _____

Property Control Use Only:

Assigned Tag Number _____ Date of Tagging _____

Asset ID _____ Profile _____

Tagged by _____