UNT | HEALTH SCIENCE CENTER

P-Card Purchases for Controlled Assets

The *P-Card Purchases for Controlled Assets* form is to be used when a department uses a Purchasing Card (P-Card) to acquire "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
$500 - $4999.99	500417	Printers (Does not include fax machines)

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 Log.
- 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

Brand Name

Description

Serial Number

Purchasing DeptID   Amount   Receipt Date

End User

End User Location

Property Control Use Only:

Assigned Tag Number _____   Date of Tagging _____

Asset ID _____   Profile _____

Tagged by _____

2/7/2013