

To Tag or Not to Tag

All non-expendable tangible property that has a useful life of more than one year, an original cost of **\$2,000 or more** (or is a computer), and is not permanently attached to an insured building, is subject to tagging by Inventory Control. The assets Inventory Control tags are considered “Personal Property” under the KY State Fire & Tornado Policy and as such are insured as described therein. Assets can be ‘tagged’ in Banner without a physical ICN sticker affixed if necessary as long as the asset has a serial#.

<u>Able</u> to be Tagged	<u>Unable</u> to be Tagged
<ul style="list-style-type: none"> • Computers (Desktop/Laptop) <ul style="list-style-type: none"> ○ Tagged at any \$ if IT services • Software (Over \$100,000) • Office Contents <ul style="list-style-type: none"> ○ Printers/Copiers ○ Desks ○ Chairs ○ Televisions • Fine Arts <ul style="list-style-type: none"> ○ Paintings ○ Sculptures • Cameras/Related Equipment <ul style="list-style-type: none"> ○ Security Cameras ○ Video Cameras • Musical Equipment/Instruments • Contractor/Farm Equipment • Radio/Communication Equipment • Scientific Medical Equipment • Misc Property <ul style="list-style-type: none"> ○ Exercise Equipment ○ Janitorial Equipment ○ AV Equipment/Projectors ○ Mascot Suit ○ Kitchen Appliances <ul style="list-style-type: none"> ▪ Oven/Fridge/Microwave ○ Portable Machinery • Vehicles <ul style="list-style-type: none"> ○ Cars ○ Boats ○ ATVs • If <u>NOT</u> attached to insured building <ul style="list-style-type: none"> ○ Satellite Dishes ○ Radio Antennas ○ Solar Panels 	<ul style="list-style-type: none"> • Assets under \$2,000 <ul style="list-style-type: none"> ○ Excluding computers • Software (Under \$100,000) • Buildings <ul style="list-style-type: none"> ○ Sheds ○ Detached Garages • Carpet • Elevators • Fire Alarms • Light Fixtures • Installed Counter Tops • Glass Panes • Windows/Doors • Pipes/Vents • Wiring/Cabling • Fencing/Netting • Heating/Air Conditioning Units • Restroom Fixtures/Plumbing <ul style="list-style-type: none"> ○ Sinks ○ Toilets ○ Partitions • Livestock <ul style="list-style-type: none"> ○ Recorded separately by Ag • Non WKU Owned Assets <ul style="list-style-type: none"> ○ Vending Machines • Intangible Personal Property <ul style="list-style-type: none"> ○ Intellectual Property • Bills/Contractor Costs/Repair Costs • License Agreements/Extensions • If attached to insured building <ul style="list-style-type: none"> ○ Satellite Dishes ○ Radio Antennas ○ Solar Panels

If unclear whether or not to tag, contact Rodney Hounshell to clarify @ extension: 5- 7017

It is better to tag than not to tag in cases of confusion